

## Digital File Submission Requirements

ZedCardPrinters.com can accept digital files for zed cards or headshots from CD-ROMs as well as via Email. For graphics/images we recommend TIF format if submitted on disk, but can accept EPS, PSD or JPG. JPGs must be saved with High Quality (or Low Compression) to be clear enough for reproduction. Files submitted via Email will need to be in JPG format, as other file formats will be too large to get through most mail servers. As an alternate you may use a web-based service such as YouSendIt.com. *We cannot be responsible for the quality of compressed JPGs.*

For best results, **image files should be at least 300dpi**, and **at least 5" x 7"** for front of zed cards; 8" x 10" for 8x10 headshots. *Images saved from web pages are NOT at sufficient resolution for reproduction!* **Color will be reproduced "AS IS"** on the digital file, and ZedCardPrinters.com cannot be responsible for color accuracy without a sample/proof enclosed to match. We work in the Adobe RGB color space and print to Pantone-calibrated printers. We will mail you a proof of your zed for approval – expect proofs to add *up to* an additional 5 days (for mail time and approval time, depending on your location).

Actual page layouts (with or without images embedded) may be submitted as well. We can accept files created using any of the following application versions (or earlier): Adobe Illustrator CS files, Adobe PageMaker 6.5, Adobe InDesign CS, Microsoft Publisher or QuarkXPress. *NOTE: Publisher and Quark files are converted to PageMaker or InDesign and occasionally we are not able to convert files.* Although we can print PDF files, we do not recommend it unless you ensure that the file is saved at the maximum possible (print) quality and your color profile is set.

If you have any other questions, please ask and have them answered before your project begins!

Normal turnaround time on zed cards is 3-5 business days in-house, but our current turnaround time is always listed on our website. Normal turnaround on 8x10 B&W litho headshots is 2-3 weeks (depending on what day of the week your order is received). We begin the litho process each Monday and ship on Fridays. Rush service is available on zed cards for an additional charge – please call for a quote.

File Format	Delivery/Media
.TIF .EPS .PSD .JPG .INDD .AI .QXD	Via Email: <a href="mailto:files@ZedCardPrinters.com">files@ZedCardPrinters.com</a>  CD-R ( <i>recommended</i> )