

ARTWORK

Camera Ready Artwork

Artwork should be supplied as camera ready. Camera ready artwork is artwork with a high black-and-white contrast, has no grays, is crisp, sharp and needs no further touch-up, design, color separation or rearranging for use. We cannot use pre-screened/pre-tinted artwork or halftones, or thermograph printed art. Some thin lines and reverses may not reproduce at the thickness or size submitted. We reserve the right to determine whether or not submitted artwork is production ready.

The use of licensed artwork requires a written release. Artwork when submitted is assumed to be in full compliance with laws governing copyright, trademark, etc.

Exact duplication of a typestyle, including logo typestyles, cannot be guaranteed unless an Adobe Illustrator file is submitted. A typestyle may be specified, but it will be matched as closely as possible if we do not have that specific typestyle.

We reserve the right to make slight alterations in copy and logos to adapt to imprinting processes.

Electronic Artwork

Artwork Formats: Artwork can be accepted digitally from the following programs (with the exception of Souvenir, please see page 419 for information):

- *Adobe Illustrator – any version, PC or Mac.*
- *Freehand – saved as an Illustrator .ai format, PC or Mac.*
- *Quark or InDesign – EPS, .pic, or .tif placed images must be included as separate linked files and not embedded.*
- *Photoshop – black and white .tif or .pic files, scanned or created at 1200 dpi (high resolution) and at approximately the actual size of the imprint area.*

Please supply a hard copy with an electronic file. Artwork will be returned upon request or it will be discarded.

Business Service Group Customers: Web site Art Upload:
Electronic transmission of artwork is preferred. Please upload directly to our FTP site: <http://www.officedepot.com/artwork>

In-Store Customers: Visit the Copy Print Ship Center for art transfer instructions.

Art Charges

We will spend up to 30 minutes, at no-charge, to make submitted artwork reproducible with our imprinting methods. Any additional time required may incur an art charge. The charge will vary according to the time spent at the rate of \$40 per hour. Additional art charges will be authorized by you before work is begun.

Hard Copy Artwork

All keylines or hard copy will be electronically reproduced. Please provide sharp, high contrast color-separated or black-and-white artwork that needs no touch-ups. We suggest that you do not send the following as artwork: film, faxes, business cards, wearables, magnets or printed materials such as yellow pages, stationery and magazine pages. Art charges may apply with artwork submitted in these forms.

Proofs

If requested, a proof will be e-mailed to you for approval in advance of production. Production time does not begin until proof is approved and order released for production. \$10 per proof, per item.

Right To Refuse

We may refuse to produce an order when all artwork has been received and it is determined that the subject matter contained therein does not meet acceptable standards.