

! The procedures below must be followed to ensure proper processing of your computer art files and timely delivery of your printed job. **!**

- If necessary please **e-mail ART** to:

artist@mercurysigns.com

this mailbox can receive up to 8 mb. files and will "Auto Respond" with a received confirmation.

- We are capable of opening DVD formatted discs as well as PC formatted Discs.
- **FORMAT:** We use Adobe Illustrator (Macintosh OS) and prefer *.EPS or *.AI VECTOR (outlined files) ALONG with a *.PDF or *.JPG file "As Reference".

Although we have MOST "Industry Standard" Software, Please Be Kind, "Rewind" or save "BACK a version" in the Native Graphics Application. If you are not sure if we have the software that you are using, OR for EXPORT options, please feel free to call us.

- **FONTS:** All files should be **OUTLINED** or the FONTS included.
- **RESOLUTION:** **RASTER** or **BITMAP** Images should be 150 Pixels Per inch, at ACTUAL size.
- **PLEASE NOTE:** The Project's colors (**PMS** or **CMYK**) as well as the finished size of the image(s).

Additional charges may be incurred if the above guidelines are not followed.

Please contact your Sales/Customer Service Department or Creative Services with any questions.

Mercury Signs & Display, Ltd.

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