


Sending Artwork and Files to Sign Pro

There are three ways you can send files to Sign Pro.

FTP via You Send It:  Limit file size to 2 GB or less	E-mail Files To: orders@signpromankato.com Limit file size to 5 MB or less.	Mail Disk or Flashdrive Files To: Sign Pro 301 Webster Ave North Mankato, MN 56003 Phone: 507-345-3388
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Please make sure to indicate your name, company name and what project the file is for. Please check below to make sure you are sending the proper format and send us an e-mail directly with all of the job details and your contact information.

Important information to read before you submit files to Sign Pro

Photo and Image Resolution

All bitmap images should be scanned so that their AT FULL SIZE (this is the finished printed size), resolution is at least 150 dpi. For raster images art, can be sent at smaller sizes with proportionately raised dpi so that it will scale properly. This is especially important when images are to be enlarged for signage. Remember, the better the quality of the files you provide, the better the quality of the finished product.

- Please do not send files that have software compression applied to them.
- Image files must be provided as a CMYK or RGB file.
- Preferred file format for photo/raster images is Adobe Photoshop PSD, JPEG, TIF.

***NOTE: Images from web pages will not be accepted.**

Proofing

Please provide a PDF, jpeg or printed paper proof to ensure that we have received your artwork in full and that it matches your original file.

For actual output proofing of your job we need a paper printed proof provided by you, so we can visually proof our final print to make sure it matches your desired output.

We will email a JPEG proof for your approval before any job is put into production. For a nominal charge we can provide a custom printed sample for approval.

PMS Pantone Color Matching

For Vector Files That Are Digitally Printed

- Please include and indicate in your files all PMS colors.
- We do our best to match PMS colors, our printer uses the CMYK process to print and some PMS colors are difficult to

- match. Some materials also cause color shifting which may result in slight variations.
- Please consult Pantone Color Bridge Chart for the CMYK version of the PMS colors required.

For Cut Vinyl Lettering

There are limited PMS-matched vinyls available; we will do our best to match or provide color swatches for approval.

Preferred File Formats

Vinyl Cut Graphics

- ONLY vector line file formats can be used. Vector EPS or AI files. No bitmaps or raster images.

Routed and Laser Cut Signage

- ONLY vector line file formats can be used. Vector EPS or AI files. No bitmaps or raster images.

Digitally Printed Signage, Floor Graphics & Banners

- Vector file formats are preferred. Adobe Illustrator vector .ai or .eps or properly converted .ai or .eps files. There is no image degradation with these types of files when enlarged.

* See Accepted file formats below for detailed instructions.

* If raster/bitmap images are submitted please make sure the above resolution and file guidelines are followed.

Accepted File Formats

Adobe Illustrator CS5 (.ai / .eps / .pdf)

- Convert ALL fonts to outlines or submit required fonts.
- Convert ALL outlines to graphics.
- Any placed or linked graphic images or bitmap images must be provided as separate files.
- .eps files should not be embedded within .eps files.
- Artwork must be provided in CMYK format.
- Raster images MUST be at finished size 150 dpi.

Adobe Photo Shop CS5 (.psd / .tif / .jpg)

- Artwork MUST be provided in CMYK format.
- Raster images MUST be at finished size 150 dpi. See guidelines above for resolution requirements.

Adobe Acrobat (.pdf)

- Embed ALL fonts or convert text to curves.
- Raster images MUST be at finished size 150 dpi. See guidelines above for resolution requirements.

Corel Draw X4 (.cdr)

- Convert all text to curves or submit required fonts.
- Raster images MUST be at finished size 150 dpi. See guidelines above for resolution requirements.

InDesign, Freehand and QuarkXpress files should be converted to one of the above accepted formats. Make sure all fonts are converted to curves or graphics.

WE DO NOT ACCEPT:

Document files including MS Word, Excel, PowerPoint or Publisher.