

GRAPHICS REQUIREMENT SHEET

Dear Client,

To best meet your graphics needs, please read the following guidelines and acknowledge your understanding of our policies. Our Graphics Department strives to give you the highest quality service in a timely fashion. We need *five* days from the time you approve your final graphic before the product can be applied. *Please be aware that delays or changes in proofing within five days of your shipping date may cause your project to be delayed.*

Please note

If your graphic project needs to be expedited, there will be a \$250.00 fee.

If you do not have graphics available, our designers will create one at a fee of \$300.00 per graphic.

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Please read the following information thoroughly before beginning with our Easy Design Guide, Step 2.

Acceptable Formats

We are compatible with Photoshop and Illustrator CS3–CS5.

- Illustrator (EPS)
 - All text converted to outlines
- Photoshop (PSD)
 - Template must be exempt from file

File Size Requirements

EMAIL Under 20 MB

CD Any file size

Downloading files above 20 MB?

Use our FTP upload

Download a free and safe FTP program called Filezilla:

Visit: <http://filezilla-project.org/>

Select: "Download Filezilla Client"

Enter the following information

FTP site: ftp.mzero.com
<ftp://ftp.mzero.com>

Username: meridianclients@mzero.com

Password: password123

Image Resolution (DPI)

Vector and raster files should be saved at a minimum of 150dpi with 300dpi being optimal resolution.



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EASY DESIGN GUIDE

Please reference provided template for safe, trim & bleed areas

Step 1: Edit text and images

Step 2: Convert all text to Outlines

(Press  Ctrl+shift+O and  Cmd+shift+O)

Step 3: Save and Upload the file to our FTP website

Upload Checklist

- Resolution of all placed images are:
 - minimum of 150 dpi or 300 dpi being optimal
- All placed/linked images are embedded in your file
- All spelling and content are correct
- Bleeding is correct and applied in the file
- All critical elements are kept inside the safe area
- RBG (NOT CMYK) or Spot Color applied

Please provide a proof with every graphic request

Send a small JPEG or PDF file for visual reference along with any additional instructions

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I have read and understand the Graphics Department requirements. Please email or fax to 910-401-1942.

THANK YOU! – Meridian Graphics Department

Signature _____

Date _____