

Laarhoven Design Graphics Submission Information

To upload artwork,
please fill out the Graphics Submission Form at

www.lidigraphics.com

Filling out the Graphics Submission Form at [Lidigraphics.com](http://www.lidigraphics.com):

- Submits artwork.
- Sends confirmation of artwork uploaded.
- Matches uploaded artwork to a sales order.
- Clarifies finishing options.
- Requests proofs if necessary.
- Defines any color matching.

(If artwork will be uploaded separately, please note in the Graphics Submission Form at www.lidigraphics.com)

Guidelines for Submitting Artwork

1. We accept all Adobe Suite Files.
(.PSD, .AI, .EPS, .TIFF, hi-res .PDF, .INDD)
2. Keep files layered, embed all images and outline all fonts.
3. All files should be at 100dpi or greater and 100% resolution.
4. Please detail color matching in the graphics submission form, noting in the file is not sufficient.
5. Include ½" bleed on all four sides of every print file submitted (1" length and width) (PDF templates are available for our standard products).
6. Standard, non-project, lead time is 5 business days from receiving approved artwork. Shorter lead times may be subject to rush charges.

Note: Any artwork that does not adhere to these guidelines will not be guaranteed to be produced correctly. Laarhoven Design Inc. will not be liable for any costs of reprinting artwork that has not conformed to these guidelines.