

# How To Submit Your Artwork & Print Ready Files

## Prep It

### Ready To Have Your Files Printed?

Please make sure your files are packaged properly by providing the following:

- ✓ Native files that are setup properly to meet size and color specifications
- ✓ Fonts
- ✓ Linked images (300dpi and CMYK at 100%)
- ✓ Bleeds (minimum .125")
- ✓ For print ready .pdf's, please set necessary bleeds and show crop marks
- ✓ Indicate any special instructions such as folds or dye lines in file

### Supplying Artwork For Your Project?

Please consider the following when uploading your files:

- ✓ Logos or illustrations (vector art, fonts created to outlines or supply fonts)
- ✓ Photos/images (300dpi)
- ✓ Word document for supplied copy
- ✓ Fonts if needed

### Preferred File Types:

- ✓ Adobe InDesign (.indd)
- ✓ Adobe Illustrator (.ai or .eps)
- ✓ Adobe Photoshop (.psd)
- ✓ Adobe Acrobat PDF (.pdf)
- ✓ Microsoft Publisher (.pub)
- ✓ Microsoft Word\* (.doc or .docx)
- ✓ Microsoft Excel\* (.xls)
- ✓ Microsoft Powerpoint\* (.ppt)

\*Additional charges may apply

## Send It

### Through The Web

Visit our website [www.mm4solutions.com](http://www.mm4solutions.com) and click the “**send a file**” link in the top right corner. You will enter your information and click “Send File”. You can upload multiple files. Maximum file size is 100MB.

### Through Snail-Mail

Mail your files to us using a PC or Mac formatted CD, DVD or Flash Drive. You may also drop off your files to our office location Monday thru Friday between the hours of 8:30am – 5pm.

## Ask About It

### Need help or have questions?

Please get in touch with one of our experts – 301.725.8000.

