

# Budget Printing Centers

## Color

**Color Gamut-** All files for full color printing must be created and saved in CMYK format. If a file is created in RGB, when converted to CMYK for printing, there may be large unexpected color shifts.

**Spot Colors-** Two color printing requires the art to be set up as Spot Colors. This option is available in most page layout programs. If you submit an order for two color printing with full color graphics, additional charges will apply to correct the files for printing. You will be contacted in advance for approval.

**Colors-** Budget Printing cannot be responsible for matching color to the creator's computer screen or to a color laser/inkjet print. If exact color is required, we will output a matchprint for your approval prior to print production. These are used in the pressroom and can be very closely matched to the press. Matchprints are not included in our published prices.

## Layout

**Samples-** With all new orders, it is recommended that you supply a hard copy sample from your own inkjet or laser printer. This allows us to check your digital file against it to ensure all art and type is accurately displayed.

**File Size-** All files submitted for printing must be at least 300 dpi at 100% of the actual size used; 150 dpi is acceptable for wide format poster or banner printing. Images less than 300 dpi can be used, but the quality will not be as good.

**Bleeds and Margins-** All art should be set with a minimum of 1/8" inside margin from the outside edge of the sheet. All art that bleeds should extend 1/8" beyond the actual size of the printed sheet. A bleed is any art that extends beyond the cut edge of the sheet.

**File Format-** We accept almost all file types for both PC and Mac platforms, including files created in just about any application program. We are both a MicroSoft Publisher and Adobe Solution Provider. If you are not sure about how to properly prepare a file, ask your representative – we're happy to help.

**Fonts-** Due to the thousands of typeface fonts on the market today, you must convert all fonts to outlines, or furnish copies of all unique or custom fonts that were used in your document. If not, font substitution will occur. We do not match fonts.

**Images-** All placed or linked images must be embedded or included separately.

**Acrobat PDF Files-** This is our preferred file type. However, there are several methods for creating a PDF file for hi-resolution printing. Please go to [http://help.adobe.com/en\\_US/Acrobat/8.0/Standard/Index.html](http://help.adobe.com/en_US/Acrobat/8.0/Standard/Index.html) to learn how to create your Acrobat file properly. Our representatives are very knowledgeable in this area and will be happy to assist you in setting up a PDF workflow.

## Artwork

**Proofs-** It is our customary practice to furnish all customers with a proof prior to printing. These proofs may or may not represent the true colors of the job, but do represent the exact content and positioning of the project. You are ultimately responsible for any mistakes overlooked and approved on the proof.

**Changes to Artwork-** When your proof is reviewed, if you should discover errors that will need correcting, there will be a charge to reprocess and proof the file again.

## Policy

**Rush Service-** For an additional charge, we will produce an order in less than our normal production time. Charges and availability will depend on the current work load, item involved and complexity of the order.

**Prices-** All prices are subject to change without notice. We won't be undersold! If you find a better price, let us know and we will usually meet or beat any other supplier on the same job with better quality and customer service.

**Product Use-** We reserve the right to use all products in advertising, displays and as samples unless otherwise clearly specified in writing at the time an order is placed.

**Over/Under Runs-** A shipment of 10% over or under the quantity ordered will constitute a complete order and will be billed accordingly. If you require an exact count, please advise us and we can purchase additional raw materials to guarantee your count. Exact counts may require additional charges.

**Returned Check Fee-** There will be a \$25.00 fee for any check returned from our bank.