



PREPARING AND SUBMITTING ART FILES

acceptable file formats

- Adobe Illustrator: **.ai, .eps, .pdf**
- Adobe Photoshop: min. 300 ppi **.psd, .tiff, .pdf**
- Adobe Indesign: **.indd, .idml, .pdf**
- QuarkXpress: **.qxp**

colour

- CMYK
- Pantone Coated 'C' spot colours
- Screenprint colours (metallics, varnishes, effects) will be custom-specified per order. Must be vector format (line art). No gradients or rasterized art

resolution

- **Minimum 300 DPI.** All images/logos used within the file should also be high resolution or vector based.

fonts

- All fonts must either be included, outlined, or referenced as Adobe (Typekit) Fonts.
- Minimum size 5 pt for positive copy.
- Minimum size 7 pt for reversed-out copy.
- For smaller font sizes, please contact Allcard to review legibility.

template

- Standard card size: 3.375" x 2.125" corner rad .125"
- **Required bleed: .125" on all products**
- Non-standard sizes: Refer to Allcard Template Guide for custom products and sizes.

tolerances

All type and non-bleeding graphics must be:

- .125" inside dieline (edges) of card (small type is permitted between mag. stripe and card edge).
- .125 away from any hotstamped element
- .0625" away from any white signature panel
- .0625" away from magnetic stripe
- .125" away from any score/snap lines

checklist

- ___ Art is correct size.
- ___ 1/8" bleed supplied for all bleeding colour.
- ___ RGB files converted to CMYK.
- ___ Spot colours specified as Pantone 'C' (coated) or custom screenprint colours.
- ___ Linked files are either included or embedded.
- ___ Pixel files are a min. of 300 DPI at size-as.
- ___ Fonts are either included, converted to outlines, or specified as Adobe Fonts.
- ___ Reference PDF (required) is included with source file submissions.
- ___ Text should be vector format (i.e. Illustrator) not pixel format (i.e. Photoshop).
- ___ All FPO elements (i.e. dielines, magnetic stripe, variable data) are removable/editable.
- ___ Editable source files may be requested to customize for Allcard print.

submission methods

- Via Allcard secure FTP to **ftp.allcard.ca**
mode: non-passive
connection type: SFTP
port: 22
user name: allart (case sensitive)
password: 765*art
- Via e-mail (under 15 MB) to prepress@allcard.ca
cc Laurie@allcard.ca
- Via WeTransfer to prepress@allcard.ca
cc Laurie@allcard.ca
- Via customer FTP - Please provide prepress with instructions for retrieval.

contact

Allcard Prepress: prepress@allcard.ca

Customer Service: Laurie@allcard.ca

1.866.610.3073 ext. 101