

## How to prepare graphic files

### If you are designing...

We have layout templates available for you to download on our web site. Make sure your graphics are print ready before you upload them to us. Here are some check points to do.

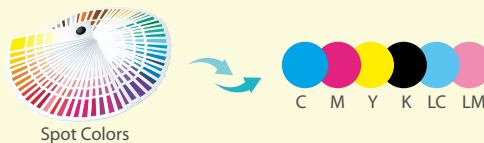
#### 1. Right Dimension?

Double check your graphic dimension to make sure it matches the product you are purchasing.

We add bleed on our end. You submit your graphic at desired viewable size.

#### 2. Good resolution?

In Photoshop, view your graphic at 100%. The view gives you the close look of your graphic when it's actually printed.



#### 3. CMYK colors?

Your graphic colors must be in CMYK. Otherwise the color shift will occur. Ask us about spot color matching service if your graphic has spot colors.

#### 4. Proof reading?

It is your responsibility to proof read all your text. Please proof read before your submit your graphic file.

We rely solely on your approval of the proof as final verification and acceptance of the project. We can not accept financial responsibility for items approved by you that may be later found in error.

#### We accept files in following formats:

Adobe Photoshop (.PSD), Adobe Illustrator (.AI), Adobe Acrobat (.PDF), Tagged Image File Format (.TIFF), Encapsulated PostScript (.EPS), and high resolution JPG files.

## How to Order



### 1. PLACE ORDER

Go to [SDSIGN.COM](http://SDSIGN.COM). Choose sizes, quantity, proof type and any additional options. Then shop for additional products or checkout.

Or simply call **888-746-7446** to talk to our sales representative.



### 2. SUBMIT FILES

Quickly upload your files using our upload file page after entering all shipping, billing and payment information.

You can also mail your graphic disk to:  
**SD Sign**  
Attn: Graphic Department  
2575 Pioneer Ave. Suite 103  
Vista, CA 92081



### 3. APPROVE PROOFS

Once you submit your files, you will be able to view and approve a proof online for your printing order within 2 business hours.

Need a hard proof?  
Hard proof is available for \$25 for each.



### 4. FINALIZE ORDER

Review order information to confirm and choose shipping method to ensure the delivery on time.

Tracking number will be e-mailed to you with your order confirmation.

> Orders with print items >



**Returns and Refunds:** Please visit [www.sdsign.com](http://www.sdsign.com) for details

**Pricing:** Prices are subject to change for the current pricing. Please visit [www.sdsign.com](http://www.sdsign.com).