



## File Submission Checklist

- Design Check List:
  - Cards and Envelopes
    - Create an illustrator or .eps, .ai or .pdf file.
    - Set the document's color mode to CMYK with all colors in their Pantone Solid Uncoated Numbers. Standard ink colors can be found at:  
<http://www.stationeryworks.com/stationeryworks-inhouseinks.pdf>
    - Convert all type to outlines.
    - Set the document size to the finished card size.
    - Include a 1/8" bleed off of the document edge(s) where applicable; extending the color, pattern or design 0.125" outside the document's art board.
    - Embed any linked files.
    - Add stroke to any type or line art where the line weight is less than 0.25pt.
  
- File Submission Check List:
  - Download an Illustrator envelope or card pdf template from our website at:  
<http://www.stationeryworks.com/letterpress-templates.php>
  - Place your design and/or envelope copy into the appropriate template.
  - Fill out the header information on all templates with the order details.
  - Print and fill out an order form.
  - Email your order form and files to [orders@stationeryworks.com](mailto:orders@stationeryworks.com). If more convenient, order forms can also be faxed to 513.831.0103
  
- Design "Watch-Outs"
  - ⊗ Art or type with line widths less than 0.25pt are at risk to breaking, moving or dropping out. Conversely, small reverses are at risk to filling in.
  - ⊗ Color gradients are not recommended for letterpress. They can be used, with caution, for texture (not for a color-matched lighter shade). Any gradient less than 40% is likely to wash out completely. Any gradient above 80% tends to appear like 100%.
  - ⊗ Letterpress inks are transparent; colors will shift depending on the paper they are printed upon. We color match the ink color to a pantone swatch when it is wet on Crane Fluorescent White Paper.
  - ⊗ For designs that require tight registrations, extra fees may apply.