

Acceptable Formats

For best quality, please provide us with original, non-resized images.

We will accept images saved in the following formats:

- .psd
- .bmp
- .jpg (high resolution only)
- .cdr
- .eps
- .ai
- .indd

If your image is in a different format, please consult with us first. (Contact info below.)

We **may accept** images embedded in high-resolution .pdf files. Please consult with us in advance.

Not Acceptable Formats

We **do not accept** images embedded in Word, Publisher or other documents.

We **do not accept** .gif or .jpg images taken from the internet.

We **do not accept** images with a native resolution of 72dpi that have been changed to 300dpi. *The original image must be a minimum of 300dpi.*

We **do not accept** photocopies, as they will not reproduce well. Glossy images such as magazines and CD covers should be avoided as well, for the same reason.

Digital Camera Images

Some cameras automatically download and save images at a low resolution (72dpi) .jpg. Before taking pictures with your digital camera for us, change to the highest resolution/size possible for best results. (Check your camera's manual if you're not sure how to do this.)

When you download files from your camera, do NOT select web or email option if you are offered it. Select print or high resolution option instead.

Hint: Do not use digital zoom for your images; it decreases quality.

Scanning Your Images

Please scan images at a minimum of 300dpi.

Stock Images

We have a library of basic stock images. Ask us to see samples. You may also get very affordable stock images here:

www.dreamstime.com/res82450

Naming Your Files

Please name your files starting with your company or name, then the subject of the image. **Do not use** spaces or special characters in the file name. If you wish to have a space in the name, use an underscore.

Acceptable file name: Olympia_WishingWell.bmp

Not acceptable file name: Olympia - Wishing Well .bmp

Submitting Your Files

By Mail:

Do not fold or crease images. Some blemishes from folding are not repairable. There will be extra charges for cleaning up artwork if needed.

To send hard copies of images through postal mail, use a stiff envelope (or put stiff cardboard inside) and mark "Do Not Bend" on the outside. For large format images (posters, etc.) use a shipping tube.

Please indicate whether you'd like us to keep your image on file, or return it to you by mail.

Mailing Address:

Precise LaserWorks Inc.
Box 226
Qualicum Beach, BC
Canada
V9K 1S8

By E-mail:

Files should be Zipped (.zip) or Stuffed (.sit) before e-mailing.

Please send your files with your company or personal name and project name in the subject line.

In the body of the e-mail, please include your sales order number, or telephone number and contact name.

Email address:

design@preciselaserworks.com

On disk:

Please burn your images to a CD, or save on a floppy disk or USB flash drive. Mail your disk or drive to us in a CD or disk mailing envelope to prevent damage, or call ahead and arrange for drop off or pick up.

Proofing

If we modify your files in any way before implementing them in your project, you will receive **one proof** of your final artwork for which we will require your approval before processing your project. *Changes made to final artwork after approval will be subject to additional fees.*

Questions?

1.877.245.2737 or **250.947.9800**
design@preciselaserworks.com