File Submission Guidelines

iOffice
Your Office...DELIVERED!

Our goal is to ensure you are 100% satisfied with the products we provide.

iOffice strives to provide high quality printed materials from customer art files. In order to do so, we ask that you please review our file submission guidelines prior to sending your files to us for printing.
Failure to follow these requirements may result in extra charges and/or production delays.

You will be asked to proof a sample of your file before orders are processed. Please be aware that a proof viewed on a computer monitor (RGB) will look different from a printed piece (CMYK).
Your signature on the proof indicates you are accepting the art as a final product and you are responsible for payment of any products from this proof.

• The best method for submitting any file or art to us for printing is as a PDF with all art and fonts embedded. If you do not have the capability of creating a PDF, a high resolution .tif, .eps, or .jpg will be accepted.

• We can open some native files (Word, Publisher, Excel) Keep in mind however, that if we do not have the font you used, one will be substituted automatically. Please be aware "Word" and other Microsoft documents notoriously shift formatting when moved from computer to computer! When sending "text" type documents with pictures or art in them, please send the art/photo files as an attachment also -- they must be linked in order to print well.

• We cannot open a file to print if we do not have the software installed on our computers. If you are not sure we have the software, call us first.

• If you wish your file to be printed as a "bleed" the file must be set-up a minimum of .125" larger, then printed on larger stock and trimmed down to size (higher stock charges will apply)

• If you wish to design your own art, please call us and we will provide the layout specs for your particular job.

• A minimum of 300 dpi is required for printing. If the file is to be enlarged, an even higher dpi (600 - 1200) is necessary.

• .gif or .bmp files are NOT ACCEPTABLE for printing.
Files taken off the internet are at 72 dpi and NOT ACCEPTABLE for printing.

• If we need to manipulate your files in order to make them acceptable for printing, graphic design charges will apply. Please contact our Graphics team if you have any questions 940.627.9000.