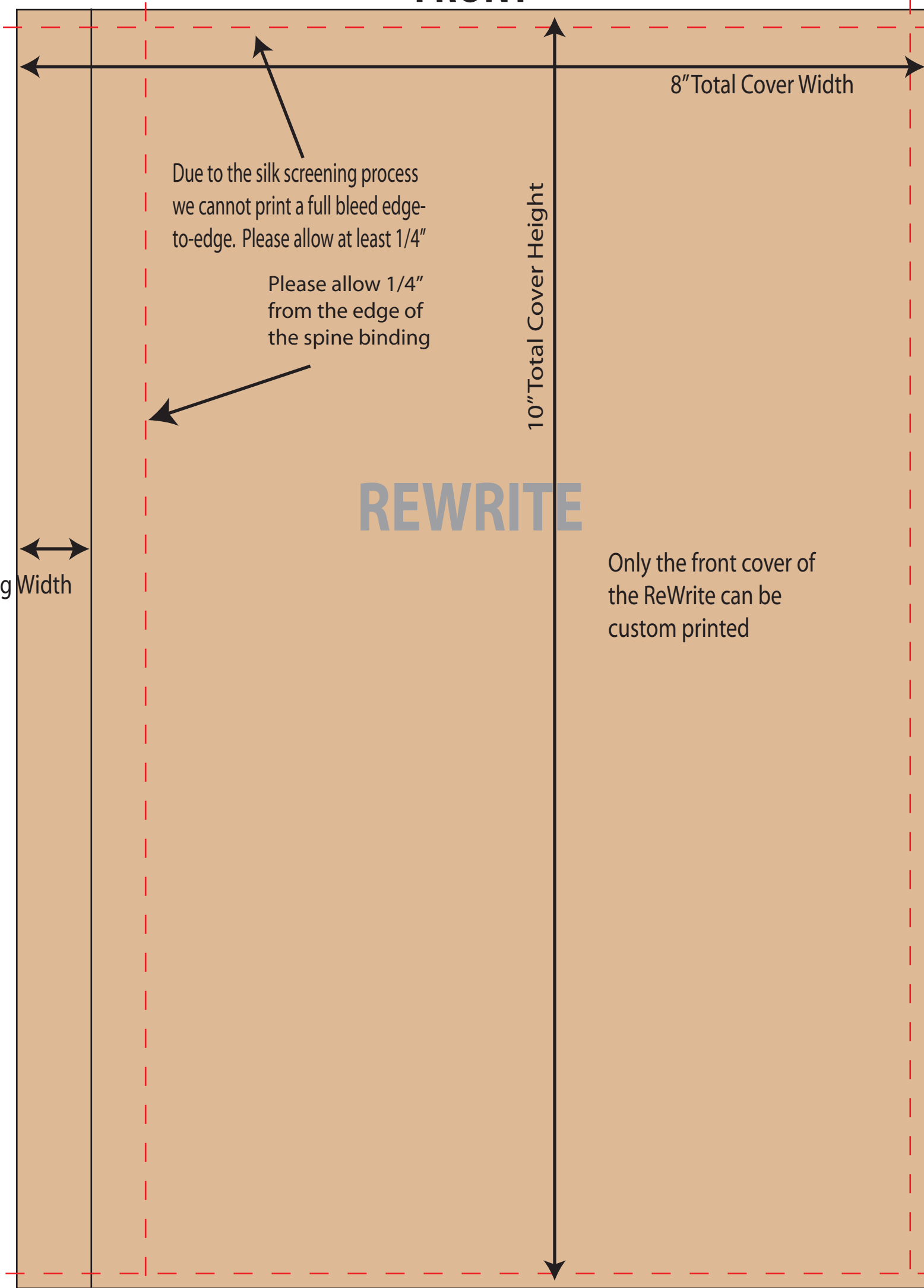


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Artwork Guidelines

When preparing and submitting electronic artwork on a disk or via e-mail, please observe the following guidelines so that we are able to process your order as efficiently as possible. Our graphics department is set up on a cross-platform Macintosh and Windows network. If you are creating your artwork on either platform, please use one of the preferred software programs listed below to increase the likelihood of a successful output.

Preparing Artwork

Our art department can accept files from virtually all professional publishing and graphics software. However, we cannot accept any electronic art that has been created using these programs: Word Perfect, Claris Works, Microsoft Works, Microsoft Word, or Power Point. If you have artwork that was created using one of these programs, please contact us to discuss an alternative solution.

Macintosh Platform Programs:

- Adobe Illustrator *
 - .PDF (that can be edited)
 - Adobe Pagemaker 6
 - Adobe Photoshop
 - EPS or Mac EPS (that can be edited)
- *Note: Please convert all fonts to paths

Windows Platform Programs:

- Adobe Illustrator
- Adobe Pagemaker
- Adobe Photoshop

Include all elements used to create the document, such as:

- Any TIFF files within the document
- Any EPS files within the document
- All fonts, including both printer and screen fonts

Note: In multi-SPOT color, documents must use colors from the Pantone Matching System (PMS) Library.

Artwork must include Vector Art for all workable files.

Submitting Your Files

- Email artwork to: art@sustainablegroup.net
- Please include your name, company name, and project/item name.
- The preferred size of a file is no larger than 5MB.

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