



Prepress Checklist

Name: _____

Contact: _____

Phone: _____

Email: _____

File Submission Requirements:

1. High resolution PDF (images and fonts not embedded)
 - Files must be layered
 - Each SKU must be provided separately

2. ALL native files
3. Die line (if available)
4. Bar codes
5. Printed Color Targets
6. Other instructions

Packaged files are preferred

7. ePac cannot be held accountable for customer set overprints or artwork left on non-printing layers.

File Submission:

1. Attach PDF/native files/PO and email to your respective Sales Support Specialist.
2. Files can also be sent via wetransfer, uploaded to a dropbox or sent through Google Drive.
3. Non-laminated Press Proofs are available upon request and are \$150 for 5 SKUs.

Standard leads times for roll stock items are to ship 10 business days and finished pouches are to ship 15 business days after art approval and a P.O. has been received. These are subject to change based on availability

File Prep Requirements:

1. All artwork should be in CMYK (no RGB) Files that are provided in RGB will not be accepted.

2. Artwork should include bleed (0.125")
3. Clear areas need to be clearly defined and include a white separation
4. Text must be outlined or fonts included with the file submission
5. ePac will add standard eye marks if they are not included
6. All files must be layered with artwork on correct layers.
7. If bar codes are NOT included, the info for the bar code MUST be provided (type of bar code, information embedded in the bar code)
8. All Pantone colors should be kept as spot colors**
9. Any file that has a custom spot color specified **MUST** be accompanied with a printed sample or color target. If it is not, it will be converted to CMYK and will print as is.

It is ePac's discretion to change or alter colors based on the probability of achieving them on press. Customers will be notified of this and may accrue charges based on proofing/color matching times.

All files will be reviewed by a Prepress Coordinator before submitting to press. Changes/adjustments may be made to ensure print-ability and color accuracy. Files that are submitted that are not print ready are liable for prepress charges.

Any changes/adjustments made by ePac are charged at a rate of \$150 per hour.

Any art charge reduction or waive must be approved by the Director of Operations.