

# S&L Office Supplies – Electronic File Guidelines

Our state of the art equipment is well suited for the production of both Black & White and Full Color digital printing. To ensure the best quality and smooth service we ask that you follow these guidelines for the submission of your digital files.

## **Communications:**

To best serve our customers we suggest using email as the primary means of communication. Email strings allow for clear communication of project details and .pdf files are typically used for preliminary proofing. Before printing larger jobs we suggest that customers make a final review and print approval.

*Email:* [sales@snlooffice.com](mailto:sales@snlooffice.com)

## **File Formats:**

Export/Save your file to a .pdf (Adobe, Portable Document Format) from your word processing or page layout software. This format will ensure that your fonts and graphics are all present.

*Pictures and art prints:* Place your images in a publishing program on the size paper you would like us to print from and export to a high quality/low compression .pdf file for output. We recommend minimum 300dpi images when sized at 100%.

## **Layout Prep:**

Printing and trimming of projects need to have room for a small margin of error. Avoid placing critical borders and graphic elements any closer than 1/4” from the edges.

Bleeds are graphic elements that appear to run off the edge of the finished project. To create bleeds we need to have an additional 1/8” on all sides that extend beyond the trimmed size. Without the bleeds you risk the chance of having inconsistent white edges, under trimming or panels that do not line up for folding. *The easiest way to build in a bleed is to add and additional .25” to the height and width of the document.*

## **Finishing:**

We offer a host of options for finishing including trimming, folding, perforating, creasing, shrink wrapping and shipping.

## **File Transport:**

For files under 25 megabytes, attach and email your PDF file to [sales@snlooffice.com](mailto:sales@snlooffice.com). Please give us a call and let us know the file has been sent so we can expect it. Phone: 228-467-0002  
Please use a USB thumb drive to transport larger files.

## **Clear Instructions:**

*Please provide details for all that applies.*

- Customer Contact Information
- Final Finished Quantity
- Final Trimmed Size
- Color or Black & White
- Paper Choice: Please indicate if provided
- Size of Bleeds Set in the File
- Additional Work Required
- Deadline

Typical turnaround for most printing is 24 – 48 hours.