

## FTP REQUIREMENTS FORM

Client Submitted Artwork for publication must be as follows:

### STEP 1

We accept final art saved as:

- **PDF files:** print quality (300 dpi and above)
- **VECTOR files** (Adobe Illustrator eps, ai, pdf)
- **PHOTOSHOP files** (300 dpi and above)
  - TIFF, EPS, JPG

Some jpg files may not reproduce well. Upon review of file, we may ask for a different format for reproduction.

**WE DO NOT ACCEPT** the following formats as final art:

- QuarkXpress
- Excel
- Powerpoint
- Publisher
- Word
- Corel

### STEP 2

**ON DISC:** • CD • DVD

#### Electronically

- Via e-mail\* (files must be under 10MB in size).  
Send files to [FTP@PSBMiami.com](mailto:FTP@PSBMiami.com)

- PSB Miami FTP secured site\*:  
<https://psbmiami.wetransfer.com/>

#### HARD COPY

- Additional cost for scan may apply. Quality of reproduction may decline. (photos, ad slicks, camera ready art, other printed materials)

\* Please include your company's name and short project description in the subject line. File name should also include reference to your company name to avoid delays in processing job(s)

### STEP 3

#### ALL FINAL FILES MUST HAVE:

- Images, text, art, etc. in process colors: **CMYK** • Spot colors will be accepted only if your job has been quoted using PMS color cost considerations. PMS color change when converted to CMYK • **IMAGES:** supplied as links or embedded in file
- **DIGITAL IMAGES:** **CMYK** .psd, .tif, .esp, or .ai file formats 300 dpi/ppi resolution, sized to 100%
- **FONTS:** supplied or embedded in file; small areas of text should be supplied in vector format. All fonts convert to outline/curves or include ALL font files • Trim marks included and set at document trim size • Bleed as necessary • Remove all unused elements from pasteboard area

#### CLIENT SUBMITTED

Artwork for publication must be as follows:

\*\* JPG files of 300 dpi/ppi or higher - @ 100% or Larger

\*\* Most JPGs are very low resolution and only suitable for the WEB, and might not be compatible nor acceptable.

- PHOTOSHOP files (300 dpi/ppi or above)
- TIFF files (300 dpi/ppi or above)
- EPS files (300 dpi/ppi or above)

#### LOGOS

- VECTOR files (ADOBE ILLUSTRATOR) All Fonts convert to outline/curves or include ALL font files
- EPS files (300 dpi/ppi or above)