

Artwork Requirements & Preparation

3 Easy Ways To Submit Artwork!!!!

- #1 - Bring the Artwork directly to us at 1680 University Ave
- We accept hard copy or CD's w/ printed proof
 - Hard Copy should not be original and will not be returned
 - Hard Copy is best from laser printer on quality paper
 - Hard Copy must be Black and White (no gray)
 - CDs must have only files pertaining to the order
 - CDs must be in PC format with files as mentioned below
 - CDs must have paper proof sized as per order
 - We don't accept
 - CDs without paper proof
 - CDs with extra "stuff" (we charge \$10 min. to sort files)
 - USB drives (unless you are willing to leave it for the job)
- #2 - Email orders to orders@berkeleystamp.com
- Must also fax completed order form to 510-845-5661
 - Otherwise include all order form info. in body of email
 - Files must be in format(s) listed below
 - Only include artwork in attachment (do not supply crop marks)
- #3 - Mail Hard Copy or CD with Paper proof to
Berkeley Stamp & Engraving Co.
1680 University Avenue
Berkeley, California 94703

3 Types of Artwork Accepted!!!!

- #1 - Hard Copy
- This includes laser print, high-quality ink printer, or film positive
 - Do not include a border unless a border is to be on stamp or engraving
 - Must be Black & White with no Gray
 - Garbage In = Garbage Out (Don't submit subpar graphics and pray)

Please Note When Submitting Electronic Files: We do not and can not provide any additional instructions than what is below. If you can't complete each step please choose another method, or contact your computer professional if you require more help!

- #2 - TIFF or JPEG
- Must be Black and White
 - Must be 500 dpi or better
 - Must receive paper proof at actual size
 - File should not be much larger than image
 - Image only (no crop marks and no overly large deadspace)
- #3 - EPS (In PC format)
- Convert Text to Outlines (or curves)(we can't give instruction on this!!!)
 - Saved as EPS (not AI)
 - Saved from Adobe Illustrator as Version 7.0 or 8.0
 - Image must be Black and White.
 - Image only (no crop marks or hidden artifacts that extend outside image)
 - Must receive paper proof at actual size

We accept PDFs and Word files for general layout and text proofing purposes only. They are not graphics files and the fonts will be lost without our knowledge if we do not have the fonts ourselves.