



File Submission Checklist

Submitted files that have not been carefully proofread / final edited, or properly prepared, can cause a disruption in the production process, cause delays and increase costs. Help ensure that your project will proceed in a timely manner by double-checking that your files have been thoroughly reviewed, proofed and properly prepared prior to submitting files for production.

- Layout has been carefully reviewed, edited, “spell checked”, and approved by any and all project stakeholders.
- For sign panels that will be framed, consider that Vacker frames will cover approximately 5/8” of the panel perimeter. Provide some “breathing room” between the content and the inside frame edge to avoid “crowding” and / or coverage of critical text or graphic elements. If you are using existing or non-Vacker frames, verify potential frame coverage to avoid visual crowding.
- For sign panels that will not be framed, text and critical graphics are placed a minimum of .5” from the panel edge to avoid “crowding”.
- Accepted native file format: Adobe CS, Illustrator, In Design, Photoshop or high resolution PDF's
- Artboard set up at 100% of final finished sign panel size with CMYK color profile.
- .25” Bleed and trim marks
- All images placed at a minimum of 150 ppi
- All fonts provided in a font folder, or all text converted to “outlines”.
- Individual files for each unique sign panel design. No multi-page PDF files.
- Critical color matches specified as Pantone Solid Coated color
- Send your zipped files to us through <https://hightail.com/u/vackersign>