![VACKERSIGN — Signs for Parks and Trails logo]

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 Illustrator (**.ai**, **.eps**), InDesign (**.indd**), Photoshop (**.psd**) or a high resolution PDF file (**.pdf**)

☐ 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** (pixels per inch).

☐ 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 **hightail.com/u/vackersign**. Please reference **project name** and **contact**.