

## Quotations

Generally, any file in which we can view the requested copy (and logos) with at least one size reference point can be used for quotation purposes. This includes any text or bitmap files (.jpg, .gif, .psd, .bmp, .pdf, .tif, .htm, .doc, .txt, .rtf). Identify the complete filename on every quotation for future reference.

## Orders

The following file formats are acceptable for production orders:

- .eps Any vectorized eps file
- .ai Adobe Illustrator (up to version 10)
- .fs Flexi Sign
- .pdf Adobe PDF (saved with Illustrator editing option)

**NOTE:** All files must be vectorized (outlined). All fonts and graphics must be converted to "outlines", "curves" or "paths" before submission.

## Comments

If one of the file formats from the above list is not available, we will accept other image file formats and recreate the artwork in a vectorized format:

- .jpg
- .gif
- .psd
- .tif
- .bmp

**NOTE:** An artwork charge will be included in your sign cost proposal for creating a vectorized art file.

## E-mail Information

Please include the following information in your email:

- Company Name
- Company Address
- Contact Name
- Contact Phone Number
- Contact Fax Number
- Contact Email Address

**NOTE:** Please include a description in the "Subject Line" of the email.

