



Tips & Specifications for Submitting Artwork

Please note these basic specifications are necessary for us to proof and work with your artwork. Delays happen frequently due to problems with artwork. We want to prevent any delay in your project and have it be the very best! Please take special care using these specifications when preparing your artwork.

Please review the templates carefully when preparing your artwork. Make sure all art is designed on a layer separate from the template. Note: Some files are multiple page documents, so be sure to review all pages.

Please make sure guides are turned on in the design application you are using. Typically, guides are turned on by clicking the "View" menu, scrolling down to "Grids & Guides" and clicking "Show Guides". If you are placing a barcode, please be sure it's not low resolution or CMYK or it will potentially fail scans. Barcodes are best as vector artwork, set to 100% K only.

File Formats/Applications:

.indt, .indd, .inx, .idml - Adobe InDesign
.eps - Adobe Illustrator (can be rasterized for use in Photoshop)
.psd - Adobe Photoshop
.pdf - Adobe Portable Document Format
.qxt - QuarkXPress 6 (We do not support the use of Quark.)

- 300 PPI art at final print size. Anything less than 300 PPI is considered low-resolution and will print with pixilation.
- All art must adhere to standard .125" bleed and safety margins
- Illustrator files should have images embedded and all type converted to outlines
- Templates must remain on layer separate from artwork, or removed from artwork.

Please see picture illustrating the lines on the templates and how to reference them. Art for offset printing should have a .125" safety margin.



Reviewing Digital Proofs

IMPORTANT PDF VIEWING INFORMATION

Please double check proof before approving. Multiple re-proofs may incur additional charges. Approvals are final, and your order will begin production upon receipt. Changes requested after approval are not guaranteed, and will incur additional charges/delays.

- Do not view proofs on mobile devices (phones or tablets), or in email application or web browser.
- LP Jackets printed on "reverse board" may appear "duller" than proof represents, as inks are absorbed into board. Results can be unpredictable. Matte varnish is a safer, more predictable option.
- Please verify all the information on the digital proof with care.
- Barcode placement is not the responsibility of Burlington Record Plant. If your artwork requires a barcode, please ensure barcode is on submitted artwork, or placement by Burlington Record Plant is secured before production begins. If barcode is not on final PDF proof, it will not be on final print.
- The dielines/guidelines/template lines (no matter what color) WILL NOT PRINT on final product. These are indicators to show where cut, score and/or bleed lines lie.
- The words "HEAD FRONT PANEL," etc. (if applicable to your proof), WILL NOT PRINT on final product. This is part of the template, and again, will NOT be on final print.
- Proofs must be viewed in ADOBE ACROBAT or READER with OVERPRINT PREVIEW TURNED ON. Adobe Reader can be downloaded free at adobe.com. Set "Use Overprint Preview" to "Always" in Preferences > General > Page Display.
- Proofs are low resolution, so some images may appear jagged or pixelated, this is normal. Final print will be from your supplied high-resolution artwork.

Re-proofs are subject to possible \$25 fee.



Template Explanation

