



Print Material Specifications

When using IMS's templates please follow them carefully. Include bleeds and remember to provide layered files along with your linked graphics. This way if there is a challenge, we can help you much faster. If you have any additional questions please contact the Graphics department or your Customer Service Representative.

Requirements for Print Materials:

- All vector art needs to be 2400dpi.
- All raster art needs to be 300dpi or 1800ppi. (*photographs, jpegs, photos from a digital camera*)
- Standard screen ruling is 150lpi. (*or lines per inch*)
- Follow IMS's templates carefully.
- Include linked graphics and layered files
- Both Quark Express and InDesign have "collect for output" functions. Include your font information as well.
- Provide IMS a color laser output of your file. If you are sending your file via FTP include a PDF for review.

Linked Graphics - These art files can be **.eps**, **.tif**, and **.jpg** files. For accurate printing all images need to be converted to CMYK unless otherwise noted.

Templates - When working in Photoshop, remember to remove your template before flattening your artwork to send to IMS. Once your raster art has been flattened we cannot remove the template.

Approval Process

- IMS will send a PDF for you to approval. Please be very diligent in reviewing your proof. It is a binding agreement that is giving us permission to print your job.
- If you are requesting hard proofs for approval, we will supply but this process may delay your the delivery of your final product.
- IMS must have written authorization to print your job. Via email, fax or mail.

Questions

Media: You can ship your digital files to us on CD and DVD. [IMS 1300 Altura Rd. Ft. Mill, SC 29708](#)

Uploading your media: You can transfer your files to us via our web based FTP site <http://files.iccanet.com/login.aspx>

Contact your CSR for user ID and password.

Please do not send your files via email. IMS's email is limited to 2 megabytes of information.