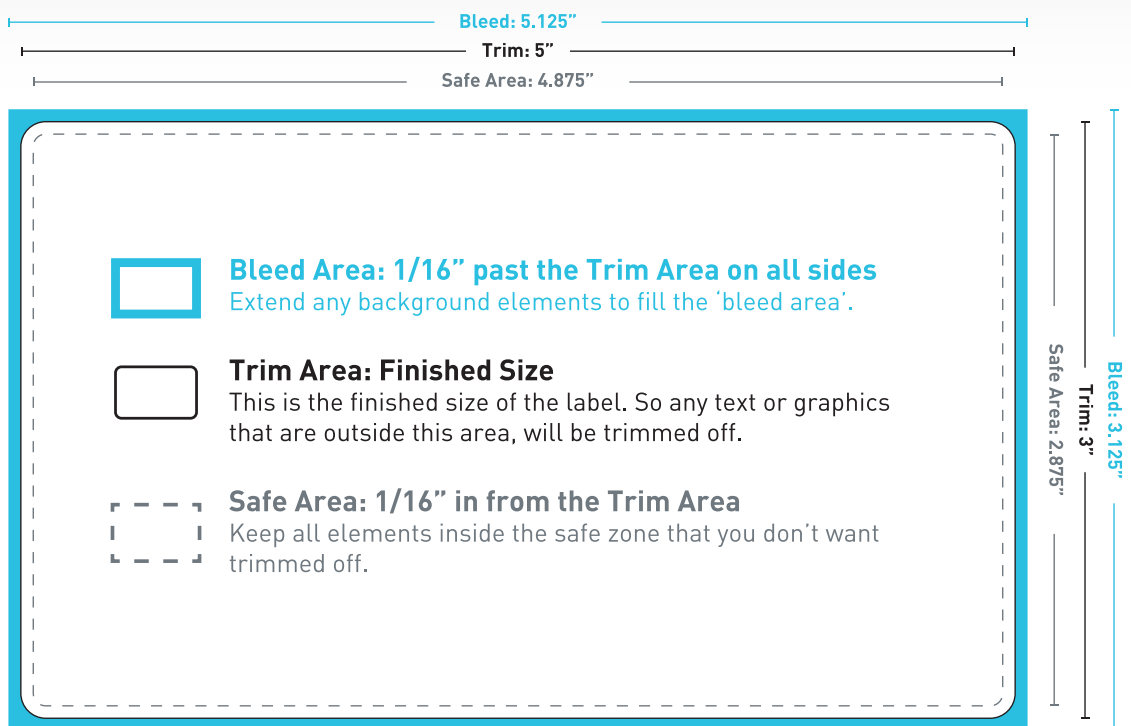- All elements of the design must be in **CMYK** or **GRAYSCALE** if it's black ink only.
  (All Spot colors must be converted to Process)

- No use of **4C blacks** (Rich Black)
  (All Black colors must be converted to 100% Black Only, no Cyan, Magenta, or Yellow values)

- All text must be **Converted to Outlines**
  (For Illustrator Files: Be sure all layers are visible and unlocked, then 'Select All', go to 'Type' and select 'Create Outlines')

- All images must be **embedded**, **CMYK** and a minimum of **300 dpi**

DOCUMENT SETUP:

Your file must be setup to the finished size plus bleed. For example, if the finished size of your label is going to be 3" x 5", then you'll want to setup your document to 3.125" x 5.125" keeping in mind that the 1/16" bleed will be trimmed off on all sides. **See diagram below.**

Bleed: 5.125"
Trim: 5"
Safe Area: 4.875"

Safe Area: 2.875"
Trim: 3"
Bleed: 3.125"

Bleed Area: 1/16" past the Trim Area on all sides
Extend any background elements to fill the 'bleed area'.

Trim Area: Finished Size
This is the finished size of the label. So any text or graphics that are outside this area, will be trimmed off.

Safe Area: 1/16" in from the Trim Area
Keep all elements inside the safe zone that you don't want trimmed off.

CAREFULLY REVIEW YOUR ARTWORK BEFORE SUBMITTING

Please do your best to submit print-ready artwork.
Any changes, modifications, or corrections that need to be made after the proofing process can result in extra charges and delays in processing your order.

✓ Check for **spelling errors** in your copy
✓ Save each design as a **separate PDF file**
✓ **DO NOT** include crop/trim marks or dielines