

All Artwork must be approved by the Retailer prior to printing.

Email the artwork to your Metrospot representative. The file must be in .jpeg or .pdf format and no larger than 2 MB.

The deadline for artwork submission is 60 days prior to the desired program start date.

Printing can begin after the artwork has been approved.

Metrospot Printing	
File to be sent to the Printer no later than 8 weeks prior to the program start date. Please see below for the printing guidelines. For additional information, please contact your Metrospot Sales Representative directly.	
<p>Accepted Software:</p> <ul style="list-style-type: none"> ~ Adobe Indesign CS6 or lower ~ Adobe Illustrator CS6 or lower ~ Acrobat Acrobat 9 or lower ~ QuarkXpress 8 or lower 	<p>File Specifications:</p> <ul style="list-style-type: none"> ~ Document size must be same as final output size. ~ All imported images & native files to be in CMYK color space. ~ Bleed must be a minimum of 1/8" (.125"). ~ All fonts must be included ~ All fonts must be embedded when supplying Hi-Rez PDF files. ~ Resolution of all imported images to be a minimum 300 ppi ~ Die Lines must be a spot colour and be set to Overprint. ~ Black type should be set to an Overprint 100% Black not CMYK.
<p>Import Formats:</p> <ul style="list-style-type: none"> ~ Adobe Photoshop CMYK .tiff or .eps ~ Adobe Illustrator CMYK .ai or .eps ~ Adobe Acrobat .pdf - All fonts must be embedded-not subset 	
<p>Accepted Media:</p> <ul style="list-style-type: none"> ~ DVD-R or CD-R Discs ~ FTP – must provide the name and the location of the file ~ Compress all files as single Stuffit .sit archive (no .zip) 	
Third Party Printing	
The media shipment must arrive at the warehouse no later than 6 weeks prior to the program start date. Please review Material Delivery Instructions for detailed information for shipping.	

Important

**Please deliver all finished materials by the Printed Material
Deadline as detailed on your Metrospot In-Store Contract.**

Material Ship-to Address

Distributor's Choice Receiving Hours
Monday to Friday
8:30 am – 4:30 pm

Metrospot Marketing

c/o Distributor's Choice

7085 Tomken Road

Mississauga, ON L5S 1R7

Attention: Billie-Jo Newman

Phone: 905-362-0291

Fax: 905-362-0295

Email: billiejo@dccanada.com

Box Labeling Instructions

Each box must be labeled with the following information:

- ✓ Metrospot In-Store Contract #
- ✓ Description of Contents
- ✓ Version Code
- ✓ Quantity per Box
- ✓ Quantity per Bundle
- ✓ Media sample attached to outside of the box

Packing Slip Information

Each packing slip must provide the following information:

- ✓ Number of Pallets
- ✓ Quantity per Pallet
- ✓ Number of Boxes
- ✓ Quantity per Box
- ✓ Media Language – English or French

PRINT SPECS

- " Trim size 4" x 7"
- " Bleed 1/8"
- " 100% live area
- " 4/1 colour recommended
- " 70lb gloss stock recommended
- " Pad in 50's with board
- " 1/4" drill hole

Can be used with:
4" x 7" Backer Card

