

**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.

<b>Metrospot Printing</b>	
<p>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>	
<p><b>Accepted Software:</b></p> <ul style="list-style-type: none"> <li>• Adobe Indesign CS6 or lower</li> <li>• Adobe Illustrator CS6 or lower</li> <li>• Acrobat Acrobat 9 or lower</li> <li>• QuarkXpress 8 or lower</li> </ul>	<p><b>File Specifications:</b></p> <ul style="list-style-type: none"> <li>• Document size must be same as final output size.</li> <li>• All imported images &amp; native files to be in CMYK color space.</li> <li>• Bleed must be a minimum of 1/8" (.125").</li> <li>• All fonts must be included</li> <li>• All fonts must be embedded when supplying Hi-Rez PDF files.</li> <li>• Resolution of all imported images to be a minimum 300 ppi</li> <li>• Die Lines must be a spot colour and be set to Overprint.</li> <li>• Black type should be set to an Overprint 100% Black not CMYK.</li> </ul>
<p><b>Import Formats:</b></p> <ul style="list-style-type: none"> <li>• Adobe Photoshop CMYK .tiff or .eps</li> <li>• Adobe Illustrator CMYK .ai or .eps</li> <li>• Adobe Acrobat .pdf - All fonts must be embedded-not subset</li> </ul>	
<p><b>Accepted Media:</b></p> <ul style="list-style-type: none"> <li>• DVD-R or CD-R Discs</li> <li>• FTP – must provide the name and the location of the file</li> <li>• Compress all files as single Stuffit .sit archive (no .zip)</li> </ul>	
<b>Third Party Printing</b>	
<p>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.</p>	

## **Important**

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

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### **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](mailto:billiejo@dccanada.com)

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### **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 12" x 7"
- Bleed 1/8"
- 100% live area
- Fold vertical at centre
- 4/0 colour
- Round all corners
- 10pt. gloss finish card stock recommended
- 1/4" drill hole

**Can be used with or without Coupon:**

All Shelf Coupons and Multi-Coupon Pads except 7" x 4"

