

## PREPARE PROGRAM CREATIVE FOR RETAILER APPROVAL

- 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.

SPECIFICS	PRINTING WITH METROSPOT
<p><b>ACCEPTED SOFTWARE:</b></p> <ul style="list-style-type: none"> <li>• Adobe Indesign CC or lower</li> <li>• Adobe Illustrator CC or lower</li> <li>• Acrobat Acrobat 9 or lower</li> </ul>	<p><b>USING METROSPOT FTP:</b></p> <p>File to be sent to the Printer no later than 8 weeks prior to the program start date.</p> <p><b>Please contact your Metrospot Representative for FTP details.</b></p>
<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>• Type safety at least 0.125” from all folding and trimming edges.</li> <li>• All fonts must be included. No PS Fonts</li> <li>• All fonts must be embedded when supplying Hi-Res 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>USING YOUR CORPORATE FTP:</b></p> <p>Email your Metrospot Sales Rep:</p> <ul style="list-style-type: none"> <li>• Link to download the files directly from your file sharing portal site.</li> </ul> <p style="text-align: center;">– or –</p> <ul style="list-style-type: none"> <li>• Provide the direct path and info to access the file via FTP. (file name and location)</li> </ul>

