Thank you for choosing InView Graphics for your large format digital printing needs.

Following the guidelines on these two pages will help guarantee the highest quality and the fastest turnaround of your print order. It will also help you avoid costly delays or reprints. Our commitment to over the top customer service should make your printing experience as pleasant as possible. Please contact us if you have any questions or concerns.

InView Graphics is a "pleasing color" printer.

Our color acceptance rate is near 100% even though critical color matching is not our goal.

Accepted File Types

- PREFERRED: High resolution PDF (high quality print) with embedded fonts and graphics.
  Most PDF files we receive are between 1 MB to 15 MB.
- ACCEPTED: .eps, .tif, .ai, .jpg, and .indd files.
- NOT ACCEPTED: .doc, .xls, .ppt, .pub, or .qxd files.
  Files created in any Microsoft Office applications are acceptable ONLY if InView Graphics is designing your artwork.

Artwork & Resolution Requirements

- Build your artwork document at 1/3 of actual size.
  Our system enlarges the file to print the final high quality print with no loss of quality or pixilation.
  (See Final Size and Mechanical Size chart on the following page).
- Photos and/or graphics placed within your artwork document must be at least 300 dpi.
  – please do not scale the image less than 75%, or more than 130%.
- IMPORTANT: Please keep all essential text or graphics within the "safe area" of any print.
  This helps the retail graphic avoid information loss during the trimming, hemming, pocketing or grommeting process .
  (Need more info? See Final Size and Mechanical Size chart on a following page).

Sending Files

- Files that are shipped as hard copy (on CD, DVD, etc.) should be accompanied by a color print.
- If you choose to send a file format other than PDF, be sure to send all the support files.
  - Include all linked graphics (eps, tiff, jpeg, etc.) and fonts (screen and printer, if applicable).
  - If possible, convert the fonts to outlines for best results.
- Any size files   > Ship us a CD via USPS, FedEx, UPS, etc.
- FTP site   > For FPT site login information, contact us at info@inviewgraphics.com.
                    NOTE: FTP uploads require a client application such as Fetch, Yummy, FileZilla, etc.
- Small files   > Email files up to 15MB to Ready2Print@InViewGraphics.com

Proofs

- Digital proofs are emailed as low resolution PDFs or medium resolution JPGs at no cost.
- If you require a printed proof, we will ship you a proof printed on the actual material you are ordering for $75.
- If you require color matching, send PMS color specifics and a printed proof.
  We offer in-house color adjustments for $75/hour.

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Questions?
Contact Prepress Department | 423.664.3000
6250 Enterprise Park Drive | Chattanooga, TN 37416 | Prepress@InViewGraphics.com

rev. 04 Feb 2016

Final Size and Mechanical Size chart

MOST COMMON PRINT SIZES (w x h)

Trim size	Safe area	Document size
8" x 8"	6" x 6"	2.67" x 2.67"
12" x 12"	10" x 10"	4" x 4"
14" x 14"	12" x 12"	4.67" x 4.67"
18" x 18"	16" x 16"	6" x 6"
20" x 20"	18" x 18"	6.67" x 6.67"
21" x 27"	19" x 25"	7" x 9"
22" x 28"	21" x 27"	7.34" x 9.34"
24" x 24"	22" x 22"	8" x 8"
24" x 36"	22" x 34"	8" x 12"
24" x 72"	22" x 70"	8" x 24"
30" x 30"	28" x 28"	10" x 10"
31" x 43"	29" x 41"	10.34" x 14.34"
31" x 56"	29" x 54"	10.34" x 18.67"
36" x 59"	34" x 57"	12" x 19.67"
40" x 50"	38" x 48"	13.34" x 16.67"
41" x 83"	39" x 81"	13.67" x 27.67"

MOST COMMON PRINT SIZES (w x h)

Trim size	Safe area	Document size
43" x 30"	41" x 28"	14.34" x 10"
46.5" x 66.5"	44" x 64"	15.5" x 22.167"
47" x 68"	45" x 66"	15.67" x 22.67"
48" x 69"	46" x 67"	16" x 23"
60" x 96"	58" x 94"	20.167" x 32.167"
72" x 132"	70" x 130"	24" x 44"
72" x 144"	70" x 142"	24" x 48.167"
72" x 168"	70" x 166"	24" x 56"
84" x 132"	82" x 130"	28" x 44"
84" x 144"	82" x 142'	28" x 48.167"
84" x 168"	82" x 166"	28" x 56"
96" x 60"	94" x 58"	32" x 20"
96" x 144"	94" x 142"	32" x 48"
119" x 34"	117" x 32"	39.67" x 11.34"
120" x 36"	118" x 34"	40" x 12"
144" x 30"	142" x 28"	48" x 10"

Need other sizes?

- All specs are based on building your artwork document at 1/3 of actual size at 300dpi.
  The following sizes are presented because they are the most common sizes that we print. However, if you do not see the exact size that you need, do not despair. We are custom printers and can accommodate your need for any size print project. Simply divide the final printed trim size by 3 and use the resulting numbers to determine the size of the artwork document.

  For example, you need a poster that is 66" wide x 33" high. You need to build an artwork document that is 22" w x 11" h because 66" divided by 3 = 22" width and 33" divided by 3 = 11" height.

- Because InView Graphics is a high end, custom, short to medium run digital large format printer, there are only a few "standard sizes". We can accommodate ALL your sizing needs. Feel free to contact us if you have questions or are unsure about anything relating to building your artwork.

Delivery

- Please allow 1 to 5 business days for production (holiday seasons and end/beginning of months are the busiest).
  Following proof approval, production includes: printing, finishing (laminating, trimming), packaging, and shipping.
- Please allow 1 to 5 business days for Ground shipping.
  Time frame depends on the distance to your retail facility from our printing facility in Chattanooga, TN.
- InView Graphics normally uses FedEx Ground for most shipping.
  Let us know if you require Next Day or 2nd Day expedited shipping.
- All care is made to ensure that your print is delivered in a safe and timely manner.
  Shipping labels are carefully addressed and media is packaged in carrier-approved shipping tubes or boxes.
- Lost, misdelivered, or damaged packages: Please inform us ASAP so we can locate or replace your graphics.
  If your package is lost or misdelivered, we will contact the carrier for advanced tracking.
  If your package is damaged in transport, we will file an insurance claim with the carrier.

Design Services Offered

- If you do not have a designer to create your project, InView Graphics' designers can design it for you.
  Our design rates are $100/hour. As an example, the average mall ad design takes about 4 hours. Some more, some less.
- If you do not have appropriate art or photos, we have access to millions of photos and other graphics.

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