



the business printer

our business revolves around yours®

290 Franklin Street • Worcester, Massachusetts 01604

(508) 791-2167 • 1-800-892-4567 • Fax: (508) 791-2804 • Website: www.dnsprint.com

Hours of Operation: Monday through Friday, 7:00am – 3:30pm

DISK & EMAIL PROCEDURES

SOFTWARE:

MACINTOSH (preferred) – Adobe InDesign CS3, Adobe Illustrator CS3, Quark XPress 6.5, Adobe Photoshop CS3, Adobe PageMaker 7.0 (*will be converted to InDesign*), Adobe Acrobat 8

We also accept the following PC documents: Microsoft Word XP, Microsoft Publisher, Microsoft Excel, Microsoft Powerpoint, & Microsoft Access. ***Our only stipulation is that you provide us with hardcopy of what your printed piece SHOULD look like. There are font, color, and reflow issues associated with any PC document and if you do not provide us with hardcopy to compare with, there is no guarantee the file will print as you wanted it to.*** Also, any PC file you are looking to print with specific Pantone colors will need to be converted to another format on our end. Because of this we need to work with your files to make them print ready, and this requires an additional comp. charge. Make sure to inquire about any additional charges.

OUR REQUIREMENTS:

Preferred image formats are EPS (vector) or TIF (raster), but we also will accept bmp, jpg, gif, psd, and wmf – check with us if you have a format other than these. For the best quality resolution your file should be no lower than 300dpi. Images pulled from the internet are generally the lowest resolution (72dpi) and *will not* print well. **PLEASE NOTE:** If we require an eps file for color separation or high quality, this means we need **Vector** art -- just saving your jpg, tif, bmp etc. into eps format **will not work** since these are raster or pixelated images and cannot be color separated or enlarged and quality will not improve with the addition of .eps after the name. Rasterized artwork needs to be recreated OR provided in color separated high resolution pieces before it can print correctly.

When **sending a file**, either electronically (email or ftp) or on a disk (floppy's, 100mb zip disks, USB devices, or CDs) please include **all pictures and clipart** you imported into your application, as well as **all fonts** you used (convert all fonts to outline whenever possible). Also, send a **hardcopy** of what your job should look like so we can check for text reflow, color and correct font usage. Please make sure all colors are correct -- print separations and check printouts before sending us your files to avoid additional charges for us to correct. If you use special fonts and are unable to provide them to us, either check with us to see if we have another version of your font or if we have something similar that we can substitute. If neither is acceptable we may need to ask you to give us a printed copy off your printer that we can shoot from. Keep in mind, if we have to shoot from your copy, screens and photos don't reproduce well.

Download any files larger than 2mb to our website: www.dnsprint.com

(Click on SEND A FILE button, and then fill out appropriate info)

Email any files smaller than 2mb to: tammylajoie@dnsprint.com and please include info for your job in the email.

With any job, please make sure you discuss with us what we need from you to print your job correctly. Incorrect files will delay your production and could incur additional costs. If proofs are involved, please review them as soon as possible and sign off on them when they are all set (no verbal approvals are accepted). If you have any questions, please feel free to call, email, or contact us online at www.dnsprint.com.

Thank you for choosing DNS The Business Printer for your printing needs.

We look forward to doing business with you!