



# REQUEST FORM

## **CONTACT INFORMATION**

Distribution:	End User:
Name:	Name:
Email:	Email:
Phone:	Phone:
FT Sales Ref.:	FT Sales Ref.:
Type of Supply:	Type of Supply:
Model:	Date:
Article No.:	Contract No.:
Color:	PO / Order No.:
	Quantity:

## LOGO DETAILS

- 1. Vector format
- 2. High resolution (JPG or TIFF) 300+ resolution.
- 3. Unusabe logo image/Low resolution
- 4. I want sticker material (Print)
- 5. I want sticker material (Cut-out)
- 6. I want this text to be print
- 7. Others (Please Specify)

RGB

СМҮК

Pantone Code:

#### PREFERRED ARTWORK:

For optimum quality and turnaround, please send your artwork as a vector file. Vector files can be scaled and edited without loss of resolution. If you are unsure on how to get vector artwork check with the person or company that created your logo.

## **ACCEPTABLE ARTWORK:**

High-resolution files, such as JPG or TIF at 300 dpi or higher at final output size. Unlike vector artwork, raster files cannot be scaled without loss of resolution and are difficult to edit and therefore may be subject to a logo enhancement fee. PDF files are also accepted but only when saved in an editable text and graphics format.

Did You Know? Changing the file extensions of raster artwork does not convert it into a vector file. Similarly, opening a low-resolution file and then re-saving it as a high-resolution file won't work. Either of these scenarios may cause us to re-create the artwork.

#### **UNSUABLE ARTWORK:**

Photographs, photocopies of business cards & stationary, drawings, scans, decals and faxes. We also will not accept any logo saved or copied from a website (.png, .gif, .jpg or .bmp files) or logos inserted in programs such as Microsoft Word, Excel, Powerpoint and Publisher.

#### PREFERRED ARTWORK/LOGO FILE FORMAT:

- > .ai (Adobe Illustrator)
- >.crd (CorelDraw)
- > .eps (Encapsulated Postscript)

## **ACCEPTABLE FILE FORMAT:**

- > .jpg (Joint Photographic Experts File @ 300dpi at final output size)
- > .tif (Tagged Image File @ 300dpi at final output size)
- > .pdf (Portable Document File @ 300dpi at final output size)

**Tip:** Dpi (dots per inch) is a term describing the resolution of artwork files. The higher the resolution (or dpi), the better it will convert to vector format. To find out the dpi of your image, simply right click the image and click properties. The dpi should be listed directly under the dimensions in the General tab

## ACCEPTABLE FILE FORMAT:

- > .bmp (Bitmap)
- > .png (Portable Network Graphic)
- > .gif (Graphics Interchange File)
- > .doc (Microsoft Word Document )
- > .xls (Microsoft Excel Sheet)
- > .ppt (Microsoft Powerpoint)
- > .pub (Microsoft Publisher)



# PROCESS AND PLACEMENT OPTIONS

\*Below sizing are our standard printing size patterns. Screen Printing Sticker Printing Sticker Cut-out Size may vary depending on your logo dimensions. **CLASSIC SERIES** C30 Front Back **Left Side Right Side** 3"W x 2"H 3"W x 2"H 3"W x 2"H 3"W x 2"H C33 Front Back **Left Side Right Side** 3"W x 2"H 3"W x 2"H 3"W x 2"H 3"W x 2"H **STANDARD SERIES S51** Front Back **Left Side Right Side** 2.25"W x 2"H 3"W x 2"H 3"W x 2"H 3"W x 2"H **S61 Left Side Right Side** Front Back 3"W x 2"H 3"W x 2"H 3"W x 2"H 3"W x 2"H **S62** Front Back **Left Side Right Side** 3"W x 2"H 3"W x 2"H 3"W x 2"H 3"W x 2"H **S71** Front Back **Left Side Right Side** 3"W x 2"H 3"W x 2"H 3"W x 2"H 3"W x 2"H