

## STEP 2

### VISUALS PROVIDED BY THE CLIENT (FREE OF CHARGE)

By opting for this option, you are entirely responsible for your designs. This option is recommended if you are already working with a Graphic Designer. In this case, CDL will provide label templates and instructions for best printing results.

### TECHNICAL INSTRUCTIONS FOR MAKING THE LABELS:

- Make sure to extend all background images to the magenta line (bleed).
- Do not place important text or images beyond the dotted blue line to prevent them from being cut off when cutting labels.
- All images must be in CMYK color mode and have a minimum resolution of 300 DPI.
- Please favor the use of vector logos.
- In order to ensure optimal reading quality, please do not use too small a typography. A minimum size of 6 points is recommended for all label formats.
- Before submitting the final files, make sure to vectorize all the texts. Then choose File → Package. In the Package dialog box, choose a location to save the packaged file and images. Select options that allow you to collect linked files and put them in the folder along with a copy of the Illustrator file. Provide an appropriate folder name.
- Attach to the file a backup of your label in PDF format. Please use the predefined PDF/X-1a:2001 preset.

Person to send templates to:

_____ Name	_____ Email	_____ Sending date (reserved for CDL staff)
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Additional notes: \_\_\_\_\_  
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### SENDING FILES AND PRINTING PROCEDURE

- Please send required files by email to: [samara.jacobs@cdlusa.net](mailto:samara.jacobs@cdlusa.net)
- After printer's prepress adjustment, CDL will send you a final proof in PDF format. You must approve, sign the pdf and return it to CDL.
- Larger files can be sent using [wetransfer.com](https://www.wetransfer.com)
- It is only from the moment that signed proofs are received at CDL that production times will start\*.

_____ Client's signature	_____ Date
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\* Proofs must be approved by the customer before proceeding with the order. The customer is responsible for approvals and copyrighted, trademarked, and licensed agreements of artwork. It is the customer's responsibility to check the spelling, grammar, layout and design before approving artwork. If an approved proof contains errors, the customer is solely responsible for all costs, including corrections and reprints if necessary.



# SUBMITTED ARTWORK POLICY

## TERMS AND CONDITIONS

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By sending your file (artwork) to CDL MAPLE SUGARING EQUIPMENT, you authorize us to send it to a third party printing company for an order, quote or prepress requirements.

### ORDER RESPONSIBILITY

The customer is fully responsible for final proof and layout approval prior to the printing process. Any jobs that have been approved and/or sent to press cannot be altered or changed due to the nature of the printing process, and no refund will be given.

CDL Maple Sugaring Equipment or his third party printing company shall NOT be LIABLE for errors in a final product. Customer are fully responsible for all that is contained in the final approved proof, so please make sure you review it thoroughly.

### ARTWORK

Under these Terms and Conditions, you agree that you will NOT provide any artwork files consisting of the following material: offensive, indecent or improper material, any material that could give rise to any civil or criminal liability under applicable law; and any material that could infringe rights of privacy, publicity, copyrights or other intellectual property rights without the permission of the owner of these rights and the persons who are shown in the material if applicable. You accept full legal liability for the content of material processed and printed on your behalf and under your instructions.

### ART RESOLUTION REQUIREMENTS

All artwork, designs and images must be provided in minimum of 300 DPI and CMYK color mode. CDL Maple Sugaring Equipment or his third party printing company are NOT RESPONSIBLE for images printed as fuzzy, distorted or pixelated due to low resolution artwork provided by the customer, especially if it is approved by the customer already. We are also not responsible for any color shift that occurs in conversions from RGB to CMYK color modes.

### BLEED AND MARGIN REQUIREMENTS

Since cutting cannot be guaranteed to be exactly in the same place for a large quantity of print products, you must stretch the background (if there is one) 0.125 inch outside of the trim line on each side (this is called a "bleed") and place all critical elements (text, images, graphic elements, logos, etc.) 0.125 inch inward on each side from the trim line. Anything left too close to the trim line or outward may be cut. Please refer to our templates for visuals.

### PROOFS

An online proof is NOT an accurate color reproduction of your final printed piece but is the final opportunity for you to check the layout, bleeds, crops and final text. CDL Maple Sugaring Equipment or his third party printing company will not be liable for color variation between the proof and the printed product. We will try our best to match the colors of the proof and the printed product but please understand that color variation differences are inherent inconsistencies of the printing process and we will not be held responsible for it. It is the customer's responsibility to determine if the job is color critical.

CDL MAPLE SUGARING EQUIPMENT reserves the right to change any of these submission terms (or any terms, policy or guideline applicable) at any time and in its sole discretion.

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Client's signature

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Date

