

# PRINTED POLY BAGS & FILM

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## A STEP BY STEP GUIDE

### Step 1: Here's what you'll need to get started.

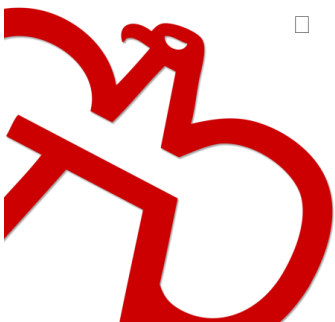
- Final artwork
  - In one of the following formats:
    - Adobe Illustrator CS6 (or prior version CS5, CS4, CS3, CS2, CS)
    - Photoshop CS6 (or prior version CS5, CS4, CS3, CS2, CS)
    - Other formats must be compatible with Adobe Illustrator
  - Other Requirements:
    - Image must be 300 dpi or higher
    - Submit original placed Photoshop image files for art that has embedded images
    - A printed list of the contents of the disk/artwork folder/etc must be provided.
    - If there are multiple versions of your artwork, you must note the most current version of the artwork that should be used by GAP.
  
- List of Font Styles
- PMS colors - up to 8 colors (including white & black) OR CMYK colors
- Dimensions and position of artwork on the bag/ film – Your sales representative can assist if you do not have this information.
- Sample of existing bag, if applicable

### Step 2: Provide your Sales Representative with the job specs, artwork, and plates

- Complete & submit Print Instructions Worksheet (attached)
- Submit the following to your Sales Representative:
  - Digital Artwork file in final format (*include version #*)
  - Sample Bag
  - Existing plates (if applicable)

### Step 3: Your Sales Representative will send you 2 separate quotes for approval

- Approve plate/artwork quote
- Approve bags/ film quote



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## Step 4: You will receive digital proofs within approximately 1 week after quote approval

- Review the digital proof for the following:
  - PMS colors or CMYK colors
  - Correct spelling
  - Correct phone #, address, product info, etc
  - Dimensions
  - Location of art
- Submit changes as needed  
*Note: The artwork quote includes 2 revisions. Additional charges may apply for changes beyond 2 revisions.*
- Sign & approve final digital art. Submit to your Sales Representative

## Step 5: Your Sales Representative will bring a hard copy proof in 2 weeks (AS NEEDED)

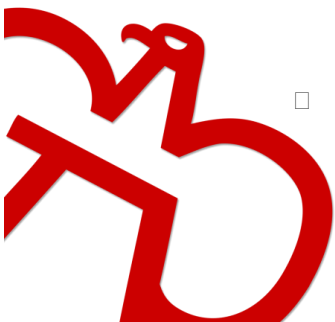
- Review the hard copy proof for the following:
  - PMS colors or CMYK colors
  - Correct spelling
  - Correct phone #, address, product info, etc
  - Dimensions
  - Location of art
- Approve via signature directly on the hard copy proof and mockup

## Step 6: Sign and approve the following

- Sales order
- Pro forma invoice for 100% plate charges & 50% bags/film

## Step 7: Credit and payment

- Complete and submit:
  - Credit Application (for new customers)
  - Resale card
- Submit Payment
  - Art & Plates are CIA (Cash in advance)
  - 50% of the total order cost must be paid in advance



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