

PRINTED POLY BAGS & FILM

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 6 colors 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 Art Work 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)

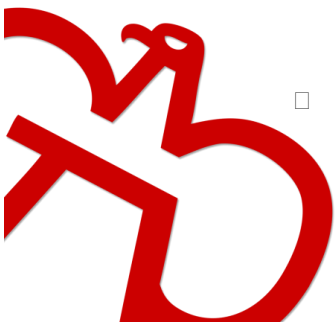
- Review the hard copy proof for the following:
 - PMS colors or CMYK colors
 - Correct spelling
 - Correct phone #, address, product info, etc
 - Dimensions
 - Location of art
- Approve via signature directly on the hard copy proof and mock up

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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