



**ALPHA OMEGA SIGNS INC.**

11700 LAKERIDGE ROAD, SUNDERLAND, ON L0C 1H0  
PHONE: 905.852.2647 • WEB: WWW.SIGNFIXER.CA



# ARTWORK FILE SUBMISSION GUIDELINES

**FILES GO INTO PRODUCTION IMMEDIATELY UPON RECEIPT.**  
**PLEASE MAKE SURE YOU SEND FINAL ARTWORK**

1. Submit saved files as .ai working file or print ready .pdf
2. All text and strokes within the file are required to be converted to outlines
3. No trim marks or bleed.
4. Images (raster based) are required to be full size.  
Low resolution images cannot be enhanced.
5. Send a separate copy of images used in artwork file.
6. Include a low res .pdf with file name, sizing and quantities.
8. In an effort to reduce environmental impact we ask to keep in mind that most material we print on is 4' x 8'  
Please try to design dimensions with this in mind.  
eg: instead of 9' x 11', try to use 8' x 12'

**Please send all project files by email to:**

**printnow@signfixer.ca**

**FILES THAT REQUIRE GRAPHIC MANIPULATION WILL BE SUBJECT TO AN HOURLY RATE FOR BILLING.**  
**ANY FILES NOT SUBMITTED CORRECTLY CAN AFFECT DEADLINE DATES.**