



## ARTWORK SERVICES

### PROCESSES AND PROCEDURES

#### New Orders

- Order is Placed and Confirmed
- Artwork Submitted and Preflight
- Art Proofs Generated – Approval/Changes
- Put into Production Schedule
- Sample Run, Inspected Color match, Registration, etc.
- Job is then Printed, Inspected, Rewound, & Packed
- Delivery Made
- Confirmed to Customer

#### Re-Orders

- Order is Placed and Confirmed
- Put into Production Schedule
- Set Up
- Pull Previous Job Production Jacket
- Make Ready Press
- Job is then Printed, Inspected, Rewound, & Packed
- Delivery Made
- Confirmed to Customer

112 Commerce Drive  
Nicholasville, KY 40356  
859.887.4000  
800.225.1995

[TurnerLabels.com](http://TurnerLabels.com)

### ARTWORK

Email your artwork to your salesperson.

Be sure to Zip to compress large files and include all images and fonts.  
(10 MB Maximum)

If your artwork is larger than (10 MB) you can email us a link from **Dropbox.com** OR through **WeTransfer** and we can download the files from there.

### QUESTIONS OR CONCERNS

You can email any art related questions to your salesperson, and your requests will be processed promptly. If you are having scheduling issues please contact your customer service representative for immediate attention.

### BEFORE SENDING ART FILES, PLEASE REVIEW OUR CHECKLIST:

1. Provide files in their native format (**Illustrator**) or an **editable EPS or PDF**.
2. Provide all graphic links and all fonts or create artwork to outlines.
3. If images touch the edge of the label, please "bleed" or extend these images at least .0625" of an inch beyond the edge of dieline. Graphic elements should have a .625" gutter inside of dieline, or bleed .0625" past dieline.
4. RGB images should be converted to 4 color process (CMYK).
5. Avoid designing any files, other than photographic images, in Photoshop. The only exception should be artistic looking elements that can only be done in Photoshop. For all other typesetting such as nutrition facts, ingredients, etc., use Illustrator.
6. Avoid Microsoft programs such as Word or Publisher when creating your artwork, as our systems do not support these formats.
7. **DO NOT** set traps. This will often give a false impression of the art will look like. Most office printers are incapable of printing the artwork with the traps shown.
8. If we will be color matching to a previous print you must provide a hard copy (printed sample) of the artwork for Turner Labels to compare and quote.
9. If emailing, please gather all necessary elements into one folder and compress that folder by right clicking on the file name.

**Our systems are optimized for Adobe Illustrator (this is the best format to use, all other formats will have to be converted).**

- *Design service is free up to the 5th artwork proof; exceeding this limit is \$50 per proof.*
- *If we provide design service for an intended label order and an order is not placed within 6 months, a service fee of \$250 will be charged. If an order is placed within 12 months of the initial artwork proof, the service charge can be put toward your label order.*

### ADDITIONAL ARTWORK (outside of label orders)

One advantage of using Turner Labels for your label source is that artwork is FREE when you order labels with us!

However, we must charge additionally when requested artwork design/layout outside of label production. We do this so we can stay on schedule with customers who have orders with us. Additional artwork may consist of: new designs (not for label orders), saving artwork in additional formats, designs that will be printed by third party, etc.

Below are the listed price rates for additional artwork:

- 15 Minutes - \$25.00
- 30 Minutes - \$50.00
- 45 Minutes - \$75.00
- 60 Minutes - \$100.00

