



## Ordering + Submitting Artwork

### 1. Place Your Order Online

Navigate to the product you wish to purchase, optionally upload your print-ready artwork directly to the product, or skip this step and simply “Add to Cart.”

### 2. Prepare Your Artwork

Download your products template from our “Templates” section of the website and place your artwork into the template. We only accept print-ready artwork.

### 3. Submit Your Artwork

If your file is under 5MB, you may email your print-ready artwork. If your file is over 5MB, you can upload your files via our FTP.

Email: [artwork@fireflyaz.com](mailto:artwork@fireflyaz.com)

### 4. Approve Your Proof

We require all artwork to be approved through our online proofing system before production. You will be emailed a link to review and approve.

### **Acceptable File Formats**

Adobe Illustrator (.ai), Adobe Photoshop (.eps), Flattened and Compressed TIF (.tif), Portable Document Format (.pdf), High resolution JPEGs (.jpg, .jpeg).

We **do not** accept the following files Adobe InDesign, PowerPoint, Microsoft Word, Microsoft Publisher, or CorelDraw.

### **Templates**

When using scaled down templates, please adjust image resolution accordingly.

### **Colors**

Please use CMYK. Pantone or other spot colors provided by our customers will be reproduced using CMYK equivalent. We do not guarantee color matching.

### **Fonts**

Make sure your fonts are converted to outlines (converted to outlines for Illustrator and PDF, converted to ‘shapes’ for Photoshop).

### **Images**

No lower than 300DPI. Be sure to include or embed all of your placed/imported images.

**Print-Ready Artwork:** If your artwork is not “print-ready,” you will be charged design time. Print-ready artwork must be: Saved in the correct file format, be using CMYK, have embedded artwork, have all text converted, have the proper bleed (specified in our templates), and be thoroughly reviewed for spelling and placement errors.

**Production Time:** Allow an average (not guaranteed) of 3-5 working days for the completion of all standard and specially priced orders.

**Rush Fees:** We do accommodate “rush” orders, for an extra fee. 50% and 100% rush orders should be placed over the phone, 480 968 1322.

**E-Proofs:** E-proofs supplied by email are not considered hard proofs and are to be used for placement only, not for color or resolution. It is the client’s responsibility to check e-proofs for spelling and grammar errors. Client-approved e-proofs that contain errors will not be reprinted free of charge. Please check your proofs thoroughly and carefully.

**It is the customer’s responsibility to understand and comply with all of Firefly Graphics artwork requirements.**