

# Graphic Submission Direct/Flexo Guidelines

We at Complete Design & Packaging are committed to moving your files quickly and error-free through our facility. Please help us do so by following the below guidelines for any graphic files submitted to our prepress department. For questions regarding graphics contact **Rene at [rjack@completedesignpackaging.com](mailto:rjack@completedesignpackaging.com)** or call 704.793.4400

## GRAPHIC FILE(S) AND SUBMISSIONS

- We require **high resolution PDF files**
- **Package graphic files including all fonts and links**
- Must be at 100% actual size and placed on the print side of the correct CAD
- Compress or Zip all files to drop on FTP site: [www.completedesignpackaging.com/graphic-submissions](http://www.completedesignpackaging.com/graphic-submissions)
- Layers within the graphic file should only have the approved graphics and CAD supplied
- Please remove all graphic elements and layers that should not print.
- **Make sure the graphics, CAD and DIMS are on separate layers**

## RESOLUTION

- Linked files must be no lower than 180 dpi at 100% size.
- **Please Note:** Small logos and text, regardless of resolution, will not hold details.

## FONTS

- Submit as TrueType fonts, outlined, or both. **Outlined is preferred.**
- The smallest a font for positive fonts - 8 pts
- The smallest a font for negative fonts - 10 pts
- Minimum Positive Registered Mark/TM - 8pt
- Minimum Negative/Reverse Registered Mark/TM - 10pt
- **Images with text need to follow size guidelines or readability will be compromised.**

Use thick fonts when printing a negative font so that it stays open and is easily read. With this in mind, it is also best to refrain from using serif fonts that could possibly fill in during the print process at the thinner areas of the font design. See examples below of different fonts.

Serif Font

**Positive**

**Negative**

## BARCODES/QR CODES

- Submit as vector art and at 100% Black
- Minimum SCS CODE - 60%
- Minimum UPC CODE - 125%
- Minimum QR CODE - 1.25"

## LINE THICKNESS:

- Positive line - 1pt. thickness
- Negative/Reverse line - 2pts. thickness

## LINE SCREEN:

- 65 - 85 LPT Max height
- Minimum Dot % - 3%

## BLEEDS, TRIM EDGE & SAFE ZONE

- Minimum Print Distance from Scores - 3/8"
- Minimum bleed over score/cuts - 3/8" - this includes all raster images
- Minimum Print Distance from Scores - 3/8"
- Preferred Trap - 1/16" (1/8" Holding Line)
- Minimum Trap - 1/32" (1/16" Holding Line)
- Remove graphics and or inks from tabs or bottoms of structures that do not need to print

## COLOR MATCHING

- Is best processed if we are supplied with a PMS color