Envelope Artwork

All printing prices include a free review of customer supplied electronic art files. **If the submitted artwork does not meet our guidelines, we will request corrected art.**

Guidelines: Avoid production delays and image quality issues!

- Envelope artwork must be submitted at **Actual** size. Standard sizes are outlined in the Automation Compatible Section.

- For **spot** colors specify **PMS** number(s). For **process** colors use **CMYK** mode. RGB mode is not acceptable.

- **All fonts** must be converted to **outlines/paths**. *If you've used a typeface in your design that our printing house doesn't have, the document will not print correctly.* By converting text to outlines/paths the text becomes a graphic, and the font is not needed for printing. However, the text is no longer editable. If future changes to the text become necessary, the original font must be supplied. If the font cannot be provided, we will use a substitute font, which may not match exactly.

- **Raster artwork** is acceptable only for photographs and similar style artwork. All images need to be **300 dpi** or higher at final size. Graphics obtained from the Internet are generally not of high enough resolution to provide good print quality.

Acceptable software/file formats
Use professional software to produce your artwork, such as:

- **Adobe Illustrator** for **EPS Vector** art files with fonts converted to outlines.
- **Adobe Photoshop** for **TIFF, EPS, PDF** files.
- **Adobe Acrobat** high resolution **PDF** with **all fonts embedded**.

Original EPS or TIFF files are preferred to ensure high resolution and good print quality. Programs like Microsoft Word, Excel and Publisher are not suitable for print production.

Artwork Submission

- Files 7 MB and under can be emailed to your sales representative.
- Stuffit or ZIP compressed files are acceptable for larger files.

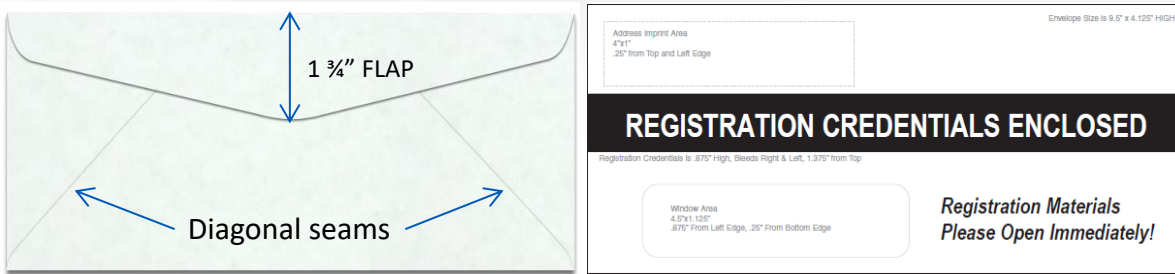Artwork should never be submitted without the electronic equivalent of a hard copy proof.

Standard and Custom Manufacturing Lead times

- Standard envelopes: 15 Business days after artwork approval by client.
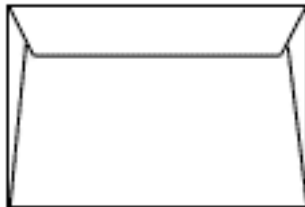- Custom cut or unusual envelopes: 30 to 35 days after artwork approval by client.

Automation-Compatible Envelopes
The production department utilizes a Neopost Inserter to the maximum extent possible when preparing client mailings. This saves both the client and CDS time and money. In order to operate correctly, the Neopost Inserter requires that envelopes and inserts be "automation friendly". Envelopes and inserts procured by CDS for our clients will automatically be ordered to the required specifications.

Automation-Compatible Envelopes continued

1 ¾" FLAP

Diagonal seams

Envelope Size is 9.5" x 4.125" HIGH

Address Imprint Area
4"x1"
.25" from Top and Left Edge

REGISTRATION CREDENTIALS ENCLOSED

Registration Credentials is .875" High, Bleeds Right & Left, 1.375" from Top

Window Area
4.5"x1.125"
.875" From Left Edge, .25" From Bottom Edge

*Registration Materials
Please Open Immediately!*

Standard Letter Envelopes should have a triangular 1 ¾" flap and diagonal seams to be automation compatible. Standard sizes: #10 Envelope (4-1/8 X 9-1/2), #11 Envelope (4-1/2 X 10-3/8), and #12 Envelope (4-3/4 X 11). A custom window can be specified. Can ship as USPS first class letter if less than ¼" thick

Booklet

Standard Booklet Envelopes open on the long side and are required for 6x9 and 9x12 mailings. A custom window can be specified. Can ship as USPS first class letter if less than ¼" thick.

Non-Compatible Envelopes & Materials

Occasionally clients will specify custom envelopes or supply their own materials, which are often not compatible with our inserter specifications and **require manual processing at additional expense**.

Catalog Envelope 6x9 or 10x13 OE (Open Ended) cannot be processed through inserting equipment or run through a laser printer. Available in paper or Tyvek. A custom window can be specified. Ships at USPS flat rate if less than ¾" thick.

Tyvek Envelopes and Tyvek with Bubble Wrap cannot be used on the inserter and do not run well through the postage meter. While Tyvek provides good protection for heavy or bulky contents, this type of content is not suitable for the inserter. Consider paper envelopes for regular badge stock and/or sheets of paper. They will provide adequate protection, are far less expensive, and can usually be automated.

Peel-N-Seal Envelope Flaps should be avoided for all mailings, automated or not. Running a gummed flap through a postage meter will automatically seal the flap resulting in unnecessary labor and expense.

Pre-folded Inserts tend to rip the envelope when inserting by machine, causing waste.
Clients can provide unfolded brochures and CDS can fold them in-line during the automated insertion process.

Laminated (Ski Badge) and Thermal Badges cannot go through the WAVE per Neopost Tech.