

## GRAPHIC ART DESIGN SERVICES

### Artwork Requirements

No charge if digital art containing proper artwork, including printer and screen fonts, or suitable camera-ready black and white artwork is supplied. Sending a digital art (Macintosh format) and a hard copy of art will expedite processing of your order and will easily enable adjustments to artwork if necessary. Placed Images: Files containing placed graphics should include composite illustration and original graphic image. Email art to: [art@providenceline.com](mailto:art@providenceline.com). You may also upload files using our website. Visit [www.providenceline.com](http://www.providenceline.com). Faxed art is not recommended. For fastest, most reliable service, we strongly suggest sending files to us in the following formats:

**Preferred:** Adobe Illustrator – Mac version CS4 or lower

**Accepted:** QuarkXPress – Mac version 8.0 or lower  
Photoshop – Mac version CS4 or lower  
FreeHand – Mac version 10.0 or lower  
CorelDraw – Mac version 10.0 or lower

EPS, TIFF, PICT and BMP compressions are also acceptable for some processes, however, most products require vector based art (original line art from drawing program) for separations, etc. JPEG files not recommended.

Files can be sent on a Zip disk, CD or via e-mail in Mac format or similar PC program. We cannot use Microsoft Word or Power Point files.

### Art Charges

\$60.00(G) per hour to develop or re-work inadequate art.  
\$60.00(G) per hour for typesetting (includes personalizations).  
\$60.00(G) per hour to recreate art from unacceptable files.  
Fax Proof: First fax proof and one change at no charge; additional revisions billed at \$5.00 each net.

### Art on File

Artwork is kept on file for one year unless prior arrangements are made.

### Halftones and Screens

Maximum is 65 dpi. for screen printing.

### Return Art

Artwork is returned only at customer's request at the time of order.

### Layout

Showing shape, placement of items, angles of embedment, color bottoms, backgrounds, centers and double casts, as well as other details required for your embedment or screened acrylic are strongly advised.

### Type Styles or Fonts

Several fonts are available but if a specific font is required, please provide printer and screen fonts. You can also convert all text to outlines within the program or send reproducible camera-ready art. If we can't match a specific font, we will fax the closest available font for approval.

## GENERAL INFORMATION

- Refer to pages 47 thru 61 for the Lanyards and Credential Containers.
- Refer to pages 4 thru 8 for the Daily Essentials Collection setups and options.
- Pre-production sample \$50.00(G) plus set-up.
- Less than minimum charge quoted upon request.
- Overruns and underruns: Each order is subject to a 5% over/underrun.
- Exact quantity charge: Add 5% to item price.
- Rush service available: contact customer service.
- Digital proofs—no charge for first proof \$5(G) per revision.
- Cancellation subject to incurred cost to date.
- Terms: Net 30 days.
- Credit Cards: VISA, MasterCard and Discover are accepted.
- Pricing: Subject to change without notice.
- FOB: Providence, RI. Daily Essentials Collection, FOB Kaysville, UT or Cedar Rapids, IA. FOB Lucite® and Acrylic, contact customer service.
- Drop Shipments: If an order is to be shipped at one time to multiple destinations, drop shipment charges of \$6.90(G) domestic and \$18.00(G) international apply for each destination.
- Trademarks and Copyright Material: GoKits by Providence assumes clients are authorized to use trademarks presented to us for reproduction. We assume no liability for trademark or copyright disputes. All products shown in this catalog are for illustration only and do not in any way signify endorsements from its holders or owners of these trademarks.
- GoKits by Providence cannot guarantee against slight variations in color, shade, texture and size of completed product.

### Effective Date: January 1, 2011

PLEASE NOTE: Catalog pricing is based on the current (January 1, 2011) price of raw materials and is subject to change based on market conditions. Should price changes be necessary, they will be available on our website.