

PRODUCT CUSTOMIZATION ARTWORK GUIDELINES

There are lots of little details that go into making your product just right, including artwork file types, decoration method, logo colours and decoration placement.

Our artwork process typically works as follows:



YOUR ORDER IS SUBMITTED!

Our website accepts the following file types: **eps, jpeg, png and PDF**. Note that the visual on the website is a guideline only and depending on the file type that is uploaded it may not render exactly as needed, but don't worry - our experts will review to ensure we have exactly what is needed!



YOUR ARTWORK IS REVIEWED.

One of our merchandise experts reviews all orders. We check for details like whether there is a solid background in the artwork that shouldn't be there, and the number of colours in your logo vs. what the product decoration allows. (Product decoration requirements can vary from item to item.)



IF WE HAVE ANY QUESTIONS, WE REACH OUT!

Getting your product right is very important to us – confirming the details up front will help the rest of your order to flow smoothly.



WE SEND YOU A FINAL ARTWORK PROOF FOR APPROVAL.

Before we move into production, you will see a proof that shows you what your final product will look like!



YOUR ORDER MOVES INTO PRODUCTION!

Hoorah!

If you have any questions please contact us via Live Chat, or by emailing
SPPCASupport@Staples.com