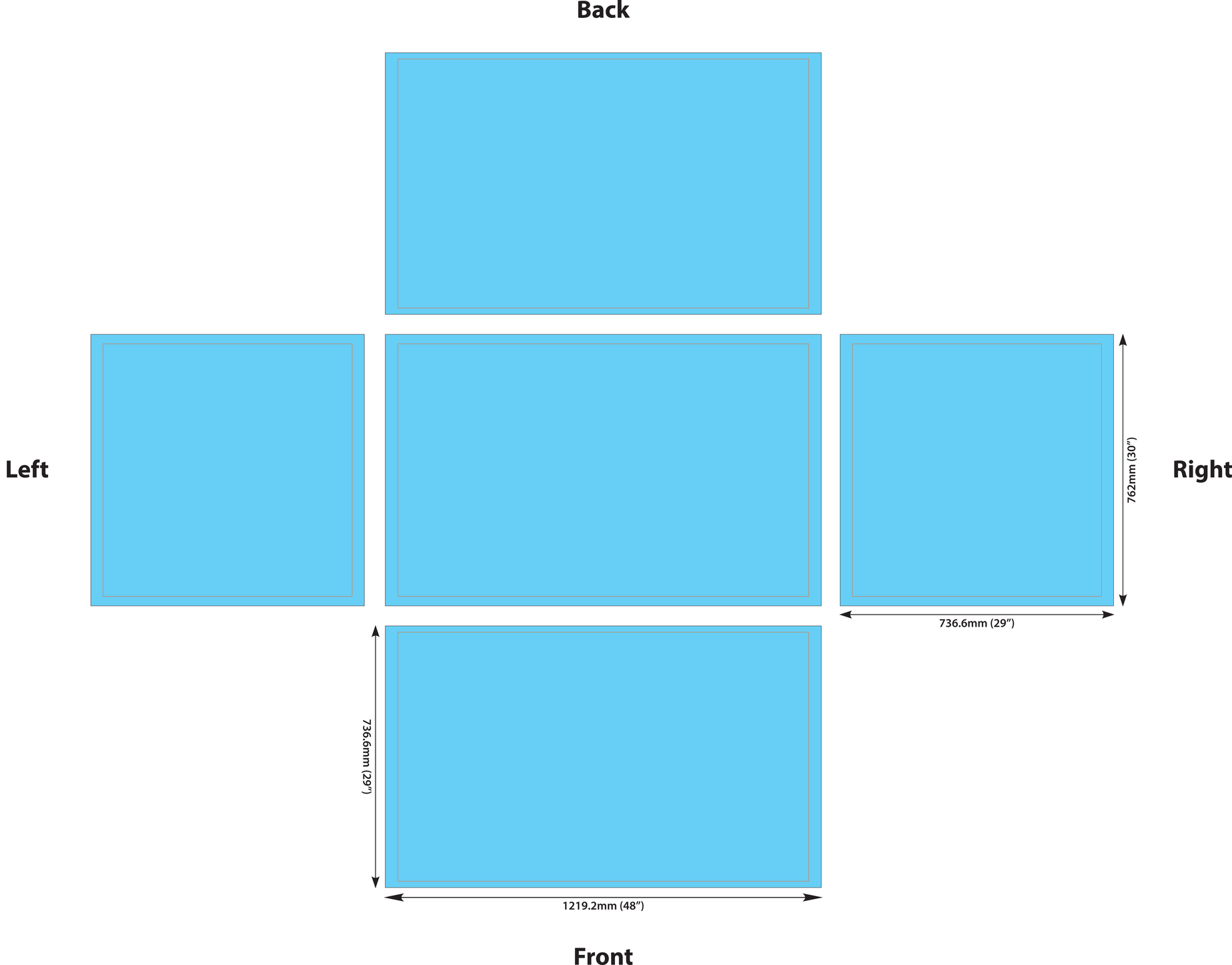
General guidelines

- Use vectorised format for best quality print (editable .pdf, .ai or .eps). .jpg and .png formats are not recommended.
- If you do not have a vectorised logo or artwork, you can try and vectorise it with Image Trace tool (Window > Image Trace.) If the results are not what you wanted, you will have to contact your designer who made the artwork(s) for you.
- Please do not place linked files, as we will not be able to see them when received. Make sure everything are directly placed onto the document.
- For photographs, use .TIFF format.

Do not forget to outline any text before sending artwork.

The quickest way to do this is by selecting everything (Ctrl / Cmd + A) and go to Type > Create Outlines.