

# PDF ARTWORK SUBMISSION GUIDELINES

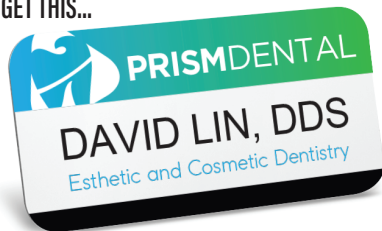
Single or multi-page PDF documents are the required method for supplied art. This allows us to import the file directly into our RIP application and automatically nest the pages for printing without having to set up individual jobs, saving us time and you money. *In addition, we anticipate the supplied PDF(s) will have already been proofed by the end-user prior to your purchase order and artwork being sent. Thus, we can produce and ship your order within 2 business days.*

TO GET THIS...



\* Set page size to mimic name badge size.  
Ex. If badge is 1.5" x 3" than PDF should be 1.5" x 3"

TO GET THIS...



\* Set page size to mimic name badge size including the 1/8" bleed.  
Ex. If badge is 1.5" x 3" than PDF should be 1.75" x 3.25"  
WITHOUT Crop marks.

**THE FOLLOWING PAGES SHOW EXACTLY WHAT A FILE SHOULD LOOK LIKE WHEN SET UP PROPERLY.  
SCROLL DOWN TO SEE SAMPLE PAGES.**

Level 7 Concepts  
www.badgeconcepts.com (End-User Friendly Site)  
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Receptionist



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**DAVID LIN, DDS**

Esthetic and Cosmetic Dentistry

# PDF ARTWORK SUBMISSION GUIDELINES

## Common mistakes to avoid when submitting artwork:

- Including Crop Marks
- Including *anything* that shouldn't be printed on the name badge (badge size, fastener, etc.)
- Wrong Size Badge
- Wrong Size Bleed
- Notes on the artwork
- Multiple badges on a page

## Standard badge sizes:

- 1" x 3"      - 1.25" x 3"
- 1.5" x 3"    - 1.75" x 3" (Oval)
- *Contact LTC for print dimensions of specialty badges.*

## Have a large order? Send us a preadsheet.

- Each line in a separate column
- Names in the exact format that you'd like on the badges (ex. First name only or First and Last)
- Upper/Lower or ALL CAPS (we will print exactly how you have it set up)

## My company doesn't have the capability to produce the artwork a required. Now what?

- Contact us at the phone or email below to discuss your options

If you are unsure how to set up your file like the one shown on the following pages,  
please [click here](#) to download more detailed instructions.

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