

Forwarding Logos or Documents to Third Parties

Because the print industry is predominantly Macintosh based, art & documents within our computer system are built and saved in formats that require extra formatting or conversion before they are useable for other purposes. That computer time, including communication with third parties to establish their requirements, will be chargeable to our customers at our current design/computer rates.

Authorized Releases:

We require our customers to contact us by phone, email or fax each time to authorize release of any art, logos or documents to third parties.

Logos/Art for your System:

Any documents can be converted to be installed and used on customer's computers in the following formats: encapsulated postscript (eps), jpegs or tiffs OR printer description files (pdf). Computers with Acrobat Reader installed can view pdf documents. Eps, jpegs & tiff files cannot be opened or changed without Adobe Photoshop or other suitable software; but can be imported into documents as a picture or graphic image and positioned and resized there.

Converted documents can be emailed or saved to CD/floppies or ZIP Cassettes at your discretion for transport to your system. Once installed, copies of these files can be forwarded to others directly from your own system.