



“Taking Care of YOUR Business.”

E-mail Art Specifications

4915 Bissonnet
Bellaire, TX 77401

E-mail art to: info@tcbspecialties.com

****IMPORTANT****

***PLEASE INCLUDE NAME OF COMPANY,
P.O. NUMBER AND PHONE/FAX ON ALL E-MAILS.***

Please refer to this checklist which outlines our artwork requirements.
E-mail artwork to info@tcbspecialties.com. Thank You, we appreciate your order!

Acceptable File Formats – Vector

1. We require vector art (no scans or uneditable EPS files).
2. Format files for PC only:
 - Adobe Illustrator CS3**
 - Corel Draw 10.0**
3. Font files must be included or convert the fonts into paths/outlines/curves.
4. Convert all CYMK colors to SPOT colors – include PMS numbers.
5. Please fax a copy of your layout along with your purchase order so we can be sure the file transferred correctly.

Unacceptable File Formats:

- Microsoft Word, PowerPoint, Quark Express
- GIFF
- TIFF or JPEG
- MAC

Note:

- If art is not provided in acceptable format, art is billed at \$40.00/hr. (min. \$30.00).

TCB Specialties ♦ **713-661-7783** ♦ **Fax 713-664-6577**