

# File Prep Guidelines

The Fossil Art Department is here to help. Please let us know if you have any questions or need anything. We offer art production, design services or can assist you in preparing your files.

**For any art related questions please email us at: [ArtDepartment@FossilGraphics.com](mailto:ArtDepartment@FossilGraphics.com)**

## Checklist

- Panel files set up individually (one panel per file) at 100% with artboard set to final size.
- CMYK color mode preferred. Blacks set to Pure Black (100% K).
- Solid Coated Pantones converted to CMYK (Adobe no longer supports Pantone Solid Coated or Uncoated).
- Panels require a .25" bleed on each side beyond your finished panel size. This is an extension of your background colors and/or background images required to provide edge to edge printing.
- Panels require a .5" margin to the inside of your panel on each side. This provides .5" of a safety area between crucial foreground images, text and the cut edge. All artwork closer than .5" to the finished edge is considered non-critical.
- Panels quoted with **NPS** frames will require a **1"** margin for the viewable area. Any artwork closer than 1" from the finished edge will be covered by the NPS frame.
- Panels included in murals have been identified to Fossil.
- Double Sided panels have a maximum panel size of 52" x 142.5" Exterior & 58.5" x 142.5" for Interior.
- Flip books must be specified as such and a build guide must be provided for manufacturing purposes.
- Fonts fully outlined or include the font files for us to install. **Note:** Adobe no longer supports Type 1 fonts.
- Raster images 240 DPI minimum and 300 DPI maximum resolution. When using InDesign please look at your Actual PPI for resolution.
- Color Sample file must be included in the same format as production files.
- PDF's files provided are for layout reference.
- Vector path for custom cut panels provided on a separate, non-printing layer labeled "Cut Path". Use as few anchor points as possible (See Fig. 1). Standard corner radius is 1/16" Any radius is available. Specify size in inches.
- Insert and hole placement indicated on a separate, non-printing layer.
- Insert placement not required for standard Fossil hardware.
- If you are using Fossil Panels as assembly components and have critical cuts or tolerances, make us aware when placing your order so that we can achieve your desired results.
- Fossil does not guarantee the availability of archived files.

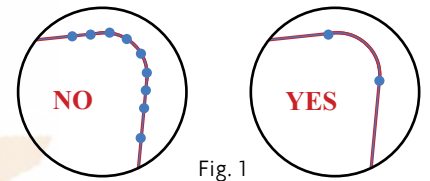


Fig. 1

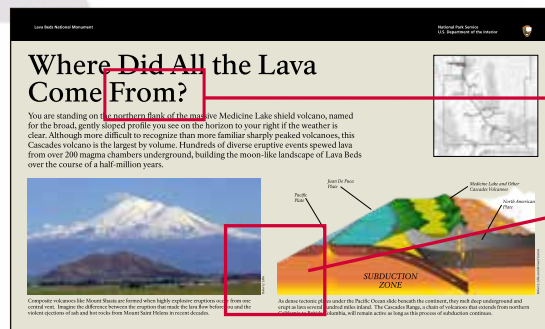
## Color Samples

Color Samples help ensure that your finished project matches your expectations. They are manufactured exactly as finished panels, but are only 1/16" thick. Depending on the scope of your project, more than one Color Sample may be helpful.

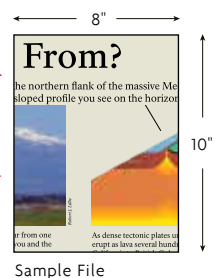
**OPTION 1.** You create the Color Sample file, and we produce the sample(s) from it. We feel this is the best option because you know what images and colors are important to review. Your file must be 8" x 10" and can be either a section of your panel or a collage of elements from one or multiple panels. Color Sample files must be set up the same way as your original files. Graphics and text should be kept at 100% of their final size.

**OPTION 2.** Fossil can create the Color Sample file for you. We will use the art files that you have sent us and pick elements that we feel are important and incorporate them into your Color Sample. The Art Charge is \$60.00 per sample.

**OPTION 3.** Color Samples may be waived at your discretion. Should you choose this option, we will send you a Color Waiver form.



Production File



## Murals

- Maximum individual panel size: 58.5" x 142.5".
- Include crop marks to indicate the panel sizes and final mural size.
- Include a .5" inch bleed around mural/panel perimeter. All art outside of bleed area should be deleted.
- **Printing tolerance:** Less than (+/-) .0208 per ft. (0.25" -12'). **Panel size tolerance:** Less than (+/-) .125 per panel.
- Panels included in murals must be identified at the time of file submittal and Fossil proofs will group them as such.
- Maximum panel file size should not exceed 600mb.
- Reference file of the full size mural showing that all art lines up correctly.

## Proofing

- **Color Sample:** For color matching and resolution. We recommend including any gradients at 100% of final size on your Color Sample to ensure you are satisfied with the final outcome.
- **PDF Proof:** For layout and content only. Not for color matching.

## Software

- **Preferred:** Illustrator, Photoshop, InDesign.
  - **Supported:** Canva, Quark Express, Corel Draw, Publisher, Powerpoint and Microsoft Word.
- If your artwork was created in any of the above programs, please submit a high resolution PDF.

## File Submittal

### FTP

- Files less than 1GB.
- The FTP link is on our homepage: [www.FossilGraphics.com](http://www.FossilGraphics.com)
- Username is **client**
- Password is **file**
- Compress files for one upload.
- Include PDF's for reference.
- Label folder with Fossil quote number (FXXXXX).
- Notify us of the filename once the file has fully uploaded.

### E - MAIL

- Files less than 10mb

ArtDepartment@FossilGraphics.com

(Please copy your Account Executive (AE) on this email. If you do not received a confirmation in two business days, please reach out to your AE.)

### MAIL

Fossil Industries, Inc.

44 Jefryn Boulevard

Deer Park, NY 11729

Attn: Art Department

**F O S S I L**  
I N D U S T R I E S

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