

Tech Sheet - Bamboo Coasters

Size Available:	1 standard size available; custom sizes NOT available
Process:	Engraving or Full Color Digital Print available 1-side printing
Material:	Bamboo coaster includes matching holder (holder is not engraved/printed)
Production Time:	3 working days <i>*Quantities of 50 or more may require additional production time.</i>
Set-up Charge:	FREE
Art Charges:	Minor artwork adjustments can be made with no additional fees applied. This would include items such as slight modification to size and/or color, name/text changes, and artwork clean up (i.e. removing spots from scanned artwork). These alterations should take no longer than 10-15 minutes to complete. Additional design/layout/color assistance is available for an hourly rate. This would include items such as color matching or color separation, logo redraw/manipulation or any additional layout design work needed on artwork.

Standard Offering Sizes:

Item Number	Process	Artwork/Imprint Size H" x W" NO BLEED AVAILABLE	Finished Size H" x W"
4WC-CST01	Engraved	3¾" x 3¾"	4" x 4"
ZWC-CST01	Full Color Digital Print	3¾" x 3¾"	4" x 4"

Custom Offer Size: Custom sizes are not available

Artwork Requirements: **Engraved Process**

- 100% Black artwork
 - Engraving files should be the finished size. Artwork/imprint safe area needs to be ⅛" away from the finished size on all sides.
 - Engraving artwork/imprint area cannot bleed.
 - Artwork is not necessary to provide if there are no logos and only text needed. If only text is required the typestyle, upper/lower case along with text position should be indicated with the order. If no point size of text is given we will use our best judgement.
 - Artwork cannot have screens.
 - Artwork with a border design should have a minimum thickness of 4pt., if design has double borders the space between the borders should be a minimum of ⅛".
 - Logos/artwork with fine intricate details will not engrave well and will fill-in in tight registered areas.
 - Minimum Engraving Point Size: Block Fonts = 8 pt., Script Fonts = 24 pt.
- **please note the following typestyles are also not available in a point size less than 24 pt. American Std Roman, University Roman, Burin Sans Regular, Amazone BT Regular, AT Commercial Script Regular, AT Isadora Regular, Murray Hill Bd BT Bold, Park Avenue, Ribbon 131 Bd BT Bold, Shelley Allegro Script, Snell Roundhand LT Std Script*
- Minimum 300 dpi, 600 dpi is recommended for highest quality output
 - File formats should be Tiffs, PDFs or Illustrator files with the fonts embedded in the file, **PDF files are preferred*
 - Do not include any punctuation in the PDF file name and keep the name as short as possible

Full Color Digital Process

- Full color files should be the finished size. Artwork/imprint safe area needs to be ⅛" away from the finished size on all sides.
- Border designs are not recommended with the full color process
- CMYK processed file, create full color process files with Adobe Acrobat PDF file, **note: if RGB or other non-CMYK colors are used in your files the necessary conversions to CMYK will change the appearance of the colors when printed*
- Minimum 300 dpi, 600 dpi is recommended for highest quality output
- File formats should be Tiffs, PDFs or Illustrator files with the fonts embedded in the file, **PDF files are preferred*
- Do not include any punctuation in the PDF file name and keep the name as short as possible

Order Process: Electronic or Manual

Proofs: **Email Electronic PDF Proofs**, add 2 working days to the item production. First proof is free of charge. Additional proofs available for an additional charge. Production time begins after receipt of complete order including proof approval.

Production Samples, physical product proofs are available using customer artwork. These are offered at a % off the one quantity price. Standard production times will apply.

Complimentary Proof may be required for certain orders to ensure satisfaction. Production time will be begin upon approval of the proof.

Packaging: Box shipping container.

Multiple coasters will ship in one shipping container, multiple containers pending quantity.

Changes or Cancellations: Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.