



Divisions of: **M&T**  
Mandt LLC

## Artwork Guidelines

### Acceptable File Formats

#### Adobe Illustrator (version 11 or below)

- Convert all fonts to outlines
- Save as ai, eps, or pdf file types

#### Adobe Photoshop (version 11 or below)

- Save as tiff, or eps file types

#### CorelDraw (version 9 or below)

- Convert all fonts to curves
- Save as cdr or eps file types

#### We do not accept the following:

- Microsoft Publisher, Word, or Excel files
- Low resolution (jpeg, bmp, or gif) images from websites

***Artwork that is not compatible and requires conversion or alteration will be subject to additional fees.***

### File Submission

#### File size less than 10 Mb

Send the file via email to [sales@mandtllc.com](mailto:sales@mandtllc.com)

#### File size greater than 10 Mb

Contact our Customer Service department to get our FTP **username** and **password**, then follow these instructions:

1. Right click on the **MS Windows Start** menu and select **Explore**
2. In the Address Bar, type in **ftp:onlinefilefolder.com** and hit the **Enter** key
3. Type in the **username** and **password** provided to you and select **Log On** or hit the **Enter** key
4. Copy your file to the Dropbox folder.
5. Send an email to [sales@mandtllc.com](mailto:sales@mandtllc.com) with the name of the file you placed in the Dropbox.