CSI2.COM
840 SOUTH PICKETT STREET | ALEXANDRIA, VA 22304 | P: 703.205.0000 | F: 703.205.2950

FILE SETUP & SUBMISSION

If you have any questions about these or any other specific details surrounding file submission for your project, please let us know in advance and we will be happy to send you the information you need for your print project to be a success.

FILE SETUP

- CMYK color space
- File formats: Adobe Illustrator, InDesign, Photoshop, EPS, TIFF, JPG and PDF.
- Provide all fonts, or convert all text to outlines before submitting files.
- When providing live working files, include all linked photos and graphic elements.
- Include a visual bleed around the perimeter Include 1" bleed on all sides for wall wraps, or 1/4" bleed on all sides for other products.
- Do not design any important elements within 1" of the finished size of your artwork.
- If you have been supplied templates for your project, please defer to those specs and dimensions when setting up your artwork. We recommend any text and critical visual elements be kept within these allotted spaces.
- Spot White, Dieline and FPO elements should be on their own layers.
- Do NOT outline strokes representing Dielines.
- Do NOT use a dashed line to represent a Dieline.

FILE SUBMISSION

When submitting artwork, please specify the scale of the supplied file if it is not set up at 100%. Accepted scales are 1/2, 1/4 or 1/10.

Place your project into a single folder labeled with your company name, so it will be easy to identify. Zip or stuff this folder for submission.

Files under 10mb can typically be submitted by email. For anything larger we recommend using our File Submission page on our website: **csi2.com/file-transfer**. Choose your sales representative's name from the 'select recipient' drop down.

It is also possible to send files to us via other FTP transfer sites. If using your own transfer method or a third party transfer website, be sure to send a direct email to us to confirm that they have been received, along with any identification or pass-codes that might be required to log in.

Always be sure to notify your salesperson that your files have been uploaded and share the specifics of what is to be printed, so we know they are waiting for us.

Note: All files placed on the transfer server are automatically removed after one week.

Updated August 20, 2025