

STEP 1 Download **PRODUCT SIZE TEMPLATE** from our website (refer to: *Using Our Product Size Template*)

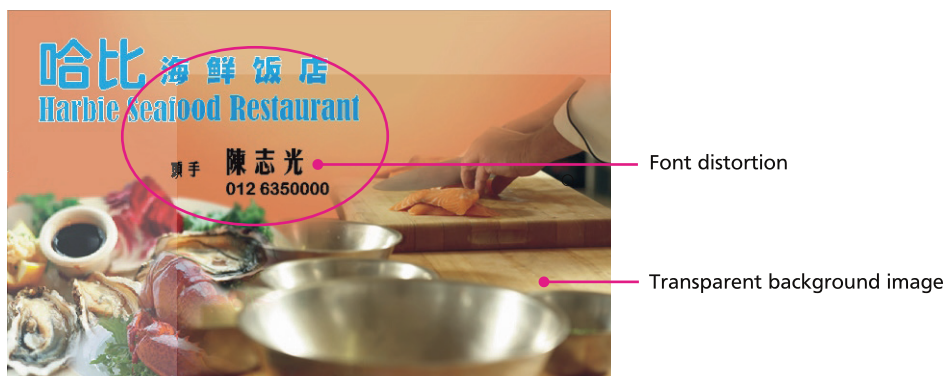
STEP 2 Design your artwork by following our artwork specifications.

- Go through all artwork specifications
- Follow our **3 PRINCIPLE GUIDELINES**
- Some products may have different/extra artwork specifications. Please refer to this handbook or website to for more information.

STEP 3 Preparing final artwork file in **PDF** file format:



! Adding text onto a transparent background might cause font distortion. In order to ensure your font is safe from distortion, follow the steps above to merge all images into a background image.



STEP 4 Place order online.

- Go through respective product checklist to avoid error.
- Go to 'ORDER' page at our website to place your order.
- Send your final artwork file to us (refer to: *Sending File To Us*)