Gluskin's PHOTO

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General Guidelines for Submitting Files

The following are general rules that apply to all files submitted to Gluskin's. These are items that we have found to be critical to the successful completion of your orders within our workflow.

- Always include complete **Written Instructions** including **File Names**, contact name, and phone numbers.
- If you require specifics, send **Hard Copies** with **Crop Guides** or **Color Guides** with all orders. We will do our best at printing but without guides, we are guessing at how a job should print. Process colors do not qualify as a color guide.
- Our output prices are based on receipt of **flattened TIFF or JPEG** files. Any other file formats may incur additional time and expense to prepare for output.
- **Delete any extra Channels or Clipping Paths** from files.
- Avoid the use of **LZW File Compression** when using Tiff format.
- ***Do not submit your only copy of any file. Accidents can happen***.
- Make sure your **Name** is on all disks, color guides, etc.
- The best way to reduce cost and eliminate potential problems is to request a **Test Print.** The small expense of a test is always less than the rush costs associated with trying to make corrections under a tight deadline or having it redone with the proper guides.

Photo Restorations are automatically put onto a CD so you have a permanent file of your restoration for future printing. **CD backups** are cheap insurance. We highly recommend them on any other job where we create or significantly modify your files. Due to the large quantity of projects we handle, and the large file sizes used, we cannot archive any files beyond the completion of your order.

(02.2009)