



Serving financial institutions for over 30 years...

Artwork Guidelines:

For Brochures, Stationery, and Forms:

The following formats are preferred:

- Illustrator*
- QuarkXpress**
- Adobe InDesign**
- Adobe Acrobat (PDF)***

*If artwork is submitted in Illustrator, make sure that fonts are outlined (vector) and images are included.

** If artwork is submitted in QuarkXpress or InDesign, include fonts for Macintosh system. Also include images.

*** If artwork prints to the edge of the paper, the bleed should be included in the file.

For Logos and Images:

- Preferred Formats: Illustrator, EPS Vector files
- Pixel images should be at 300 dpi, at printing size, CMYK. If the image has to be enlarged, the resolution will be reduced in proportion to the size.
- Please keep in mind that Microsoft Office programs (Microsoft Word, Microsoft Power Point, Excel, etc) are not graphic programs. The artwork in these cases has to be typeset and assembled by our art department, using our graphic programs.
- Please specify the size, colors, varnish (if any), and amount of pages of the final product.

Additional Technical Details:

- If spot colors are included, please specify them in Pantone PMS.
- If the project has a customized cutting, please include die cut art.

File Transmission: You can always send artwork to Pan American Graphic using any of the following ways:

- Our website at the "[Send a File](#)" portal.
- E-mail directly to our pre-press/creative team: Miguel Suarez at msuarez@panamgraphic.com or Lily Cortes at lcortes@panamgraphic.com.
- Via our FTP site: Please contact our creative team for more information.

Feel free to contact our Pre-Press/Creative Team (Miguel Suarez or Lily Cortes) if you have any questions or hesitations at (305) 885-1962 or by email at msuarez@panamgraphic.com or lcortes@panamgraphic.com.