



Customer-Supplied Artwork Checklist

Applies Only to Customer-Supplied Artwork

This checklist applies only to quoted projects where the customer is supplying artwork.

- Must be reviewed, signed, and submitted with your quote
- Ensure your designer reviews this before submitting artwork
- Submission confirms acceptance of these requirements

Artwork assistance is available as a billable service and may be required prior to order acceptance.

Top Reasons Artwork Is Rejected

To avoid delays, additional charges, or rejection, ensure your artwork matches your quote.

Artwork will be rejected for non-compliance. Gopher will not correct or rebuild customer-supplied files.

- Art-to-order size mismatch, including artwork extending beyond bleed and increasing document size
 - Incorrect bleed (must be exactly 0.25" beyond cut path)
 - Missing or incorrect cut paths, stud locations, or art-defined holes
 - Use of transparency, feathering, lenses, or effects to create color
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1. Art Submission & Timing

- Artwork must be uploaded within 2 business days of Art Portal creation
 - All artwork must be uploaded to the Gopher Art Portal (a secure upload link will be provided by Gopher Sign Company)
 - We do not accept artwork via email, Dropbox, or other third-party file-sharing platforms
 - It is the customer's responsibility to upload each file
 - Each artwork file must be uploaded separately
 - We will not accept a single PDF containing multiple files/jobs
 - Late uploads may incur additional charges
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2. File Setup

- Submit as high-resolution PDF (PDF/X-4:2010)
 - Build at final size only (no scaling)
 - Document/artboard size = final file size (includes 0.25" bleed beyond quoted panel size / cut path)
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3. Bleed

- 0.25" bleed required on all sides beyond cut path
 - Objects outside bleed may increase file size → rejection
 - File marks must not increase document size
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4. Cut Paths & Artwork Geometry

Customer Must Provide

- Contour cut paths (if shape is defined by artwork)
- Art-defined holes
- Stud locations (if customer-defined — see Studs & Holes section below)

Requirements

- Vector paths
- 1 pt stroke
- Spot color named “Cut Path”
- Color = Magenta (for visibility)
- Minimum corner radius: 0.125”

5. Studs & Holes (Customer-Defined Only)

Applies only when the customer defines stud size or placement. Not applicable to standard Gopher-controlled configurations.

- 3/8” studs → 2.04” diameter circles
- 1/4” studs → 1.29” diameter circles
- Minimum hole size → 0.141”
- Studs cannot be placed where circle edge is within 2” of panel edge

6. Color & Spot Color Requirements

- Overprint is not permitted.
 - Gopher does not inspect artwork for overprint settings. If used, all results are the customer’s responsibility. Overprint is a legacy offset-printing feature that can cause color contamination, unexpected color shifts, or objects to not print at all in digital workflows. Any use must be intentional and approved for a defined production application.
- Files converted to GRACoL 2006 Coated1v2
- Use defined, solid color fills only

Do NOT use:

- Transparency
- Feathering
- Blending
- Lenses or visual effects
 - Can cause color shift, banding, haloing, or inconsistent output

Spot Colors:

- Pantone+ Solid Coated V4 only
- Exception: “Cut Path”

7. Crop Marks & File Cleanliness

Do NOT include:



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- Crop marks, bleed marks, color bars, registration marks, metadata

For ImageLOC production, these must not appear in the print

If present:

- May be removed or file rejected if outside bleed
- If inside cut path, Gopher is not responsible for visible results
- Must stay inside 0.25" bleed and must not increase document size

→ Non-compliant files may be rejected or charged

8. Images & Text

- Images: ≥100 PPI (300 recommended)
- All text converted to outlines (no live fonts)

9. Manufacturing Requirements

- Minimum corner radius: 0.125"
- Minimum hole: 0.141"

10. Approval & Responsibility

- Files are reviewed but not corrected or interpreted
- Gopher does not adjust design intent

Approval in Art Portal = acceptance as-is

Gopher is not responsible for:

- File setup errors
- Effects-based results
- Font issues
- Color conversion outcomes

Gopher Responsibilities

Gopher will apply:

- Final outside cut path
- Processing holes
- Manufacturing hole placement and production features

Bottom Line

We produce exactly what is built — not what is intended.

If it matters, it must be explicitly defined.

Customer Representative Name _____



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Customer Representative Signature

Date