



## Guidelines for Submitting Logos on Imprinted Items

### **DIGITAL art is required for all logos:**

- Digital files need to be 300 dpi (ppi)
- Black and white only (no color logos, gradients of color, or photos)
- Acceptable digital file types: tif, eps, jpg or pdf formats

*Helpful hint: the company that prints your letterhead or other promotional material will most likely have a high resolution logo file that meets all requirements. Please check with them if you do not have a file that meets our specifications. They will provide this to you free of charge.*

### **Unacceptable artwork includes:**

- Faxes
- Business cards
- Logos taken from a website (the resolution is too low for a quality imprint)
- A photograph of your logo

### **Submitting Logos:**

- Email digital files to **imprints@amconlabs.com**
- In the subject line type "Logo"
- In the body of the text include your Amcon account number if you know it, your name, address, and phone number

Amcon prides itself on delivering quality imprinted items to our customers. In order to do so we must receive a quality logo to start with. Any questions can be answered by your Amcon sales rep, or emailed to [imprints@amconlabs.com](mailto:imprints@amconlabs.com).