

Photo and Artwork Submission Guidelines

PHOTOS

- 300 dpi or dots per inch at print size We prefer the original unaltered file from the camera when possible
- Original traditional photographic prints for scanning
- If you are doing your own scanning, please make sure to scan at a minimum of 300 dpi at print size:
 - 11x20 full page photo = 10.25 x 11.25
 - 11 x 17 full page photo = 8.75 x 11.25
 - collage photos can be smaller but all should be at a resolution of 300 dpi or higher for best print quality.
- Save as a jpg, tiff or eps

ARTWORK AND LOGOS

- Graphics and Images: 300 dpi at finished size
- Line Art: 600 dpi at finished size
- Save as jpg, tiff, eps
- Graphics and Line Art can also be submitted as Adobe Illustrator eps, pdf or ai files

SENDING YOUR PHOTOS AND ARTWORK

ACCEPTABLE MEDIA:

- CD or DVD
- USB FLASH DRIVE – Mac or Windows Be sure to identify your group, city and state and the account number

ELECTRONIC TRANSFER:

- Website upload: click on the send a file button on the home page at www.gordonbernard.com and follow instructions (preferred method). Or click on File upload when logged into EZO
- Email: artwork@gordonbernard.com (Please do not downsample or resize your photos when emailing) Be sure to identify your group, city and state and the account number

Your photo prints will be returned with your calendars. If your shipment includes more than one box, there will be a sticker on the outside of the box that contains your picture materials.

Additional Information

Copyright Policy

If the content you are using for your picture subject is protected by copyright, you must obtain permission from the appropriate party allowing us to reprint the photo/artwork.

Acceptable Submissions:

- Completed picture envelope with signature.
- Completed picture release form found on our website at www.gordonbernard.com/Resources/Forms.aspx
- Written letter granting Gordon Bernard Company permission to reprint photo/artwork with appropriate signature and date. Your organization should be referenced.

Retouching Requests

You may want to digitally alter or remove unwanted items from your picture. If this is the case, please include specific instructions on the Special Instructions sheet on page 4. A customer service representative will contact you to verify the details of your request and discuss additional charges involved.

Collage

You may create a collage and submit it as one picture. There will be an additional charge if you send us multiple pictures and ask us to create a collage for you.

We will always acknowledge an e-mail during the next business day. If you don't receive a reply from us, we probably did not receive your e-mail.