



A Three Leaves, LLC Company  
800.726.4139  
support@notforprofitprinting.com

***Please refer to the following guidelines  
to help prepare your file for commercial printing.***

**BLEED:** Remittance Envelopes, Offering Envelopes, and Carbonless Forms should be set with a 1/8" margin left around the entire file. Envelopes are converted prior to printing and therefore cannot contain bleeds.

Templates for each of our files are available on the Product Pages. Please use templates when setting files. We recommend that you provide us with files with the template included, and without, so that we can refer to template placing when printing your file.

Please outline all fonts.

**RESOLUTION:** Graphics, logos and images should be 300 dpi. Files submitted with graphics lower than 300 dpi (like those taken from the web, etc) will print fuzzy and pixilated.

**COLOR:** Files should be set in 100% black or grayscale for budget black ink and one color ink products. Full color products should be set in CMYK format (RGB files will be converted but may result in color shifts)

**FILE FORMAT:** Please submit .pdf files whenever possible. We can also accept high resolution (300dpi) .tif or .jpg files. *Please note .tif files will need to be emailed.*

**CONVERTING FILES:**

For assistance with converting files to .pdf from Microsoft Publisher, Adobe Photoshop/Illustrator, and other programs please visit our **tech support page**.

**PROOFS ON PRINT-READY ARTWORK:**

We do not prepare proofs for print-ready artwork submissions. We will notify you if there are any problems with your file including text being too close to edges, low resolution issues, etc. If you have questions about a template or file submission please email us at support@notforprofitprinting when placing your order.

***You will be notified prior to printing  
if there are problems with your file.***

For additional assistance please visit our **help page** or email us at:  
**support@notforprofitprinting.com**