

SUPREME SCHOOL SUPPLY

FILE SUBMISSIONS

LOGO SUBMISSION

We accept:

- Clean, crisp, black and white originals that we can scan - Photocopies, faxes and color printouts are not accepted.
- **PDF Files** - Files should be saved using the "press quality settings" for the best resolution. Be sure all fonts and images are embedded.
- **High resolution TIF, EPS or JPG Files** - GIF files are not accepted.

** Files not meeting the above criteria will be charged additional fees at a rate of \$60/hour.*

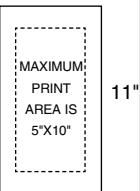
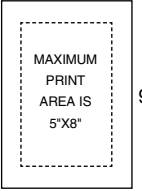
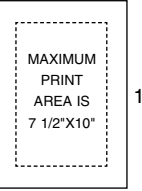
HANDBOOK SUBMISSION

We do not proofread your supplied handbook. Double check each page for spelling, grammar, readability, etc. What you submit is what your students will receive.

We accept:

- **PDF FILES** - Files should be saved using the "press quality settings" for the best resolution. Be sure all fonts and images are embedded.

Handbooks should be set to the appropriate size and have page numbers centered on each page. See specifications below for each book.

<p>Form SAB & SAB-E:</p> <p>Text and any art must be centered in a 6"x11" document with a 1/2" margin on all 4 sides.</p>  <p>6" 11"</p>	<p>Form SABD:</p> <p>Text and any art must be centered in a 6"x9" document with a 1/2" margin on all 4 sides.</p>  <p>6" 9"</p>	<p>Form SAB8:</p> <p>Text and any art must be centered in a 8 1/2"x11" document with a 1/2" margin on all 4 sides.</p>  <p>8 1/2" 11"</p>
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SUBMITTING YOUR FILES

All correspondence should include the school name and the contact person.

- **Email** - Send files as attachments to: customercare@supremeworks.com (limit of 10MG)
- **Mail** - Burn files to a cd and mail to the address below:

Supreme School Supply | PO Box 220, Arcadia, WI 54612 | 800-356-3320

www.supremeschoolsupply.com