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# GLOSSPAK DESIGN FORM

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WE WILL NEED YOU TO FILL OUT THIS FORM AND FAX TO  
CHART PUBLISHING AT 316.721.2671

Use this area to write down or sketch ideas for the ad, or for any special instructions

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## AD SIZE

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- Trim size 4.20"W X 6.00"H
  - With .125" Bleed 4.375"W X 6.125"H
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In order to build your ad, we will need the following information emailed to Nick Pena ([nick@chartmarketing.com](mailto:nick@chartmarketing.com))

- Logos saved at a minimum of 300 dpi (to size)
  - Photos saved at a minimum of 300 dpi (to size)
  - Ad copy saved in a Word document
  - Any special instructions
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If your information is too large for email, contact Nick at 1.800.711.2897 for instructions on file submission utilizing our FTP site.

It is imperative that you follow ALL of these steps in order for us to build your ad. We will email you a PDF of your ad for approval as soon as our graphic design team completes it.

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CHART Publishing will accept images on CD. Please save all images at 300 dpi as either tif, jpg, or pdf files. Save all color files as CMYK.

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