

PLACING YOUR ORDER

We will need to know the following information before your order can be quoted:

1. Customer name, address and contact information.
2. The lighting instrument that will be projecting the gobo, or the gobo size (in millimeters).
3. Quantity and type of gobos needed.
4. Whether you intend to project the image on to a surface from the front or on to a screen from the rear.
5. Is the background of the image clear or black?
6. When you need the order shipped.



When placing orders, please e-mail the above information and attached artwork to **Sales@InLightGobos.com**. A quotation and proof will be generated and returned to you via e-mail for review. If you approve the information, you must approve the quotation and e-mail or fax the approval back to InLight Gobos. Once we receive the approval, please allow a lead-time of four working days before the order ships. For orders requiring a quicker turn-around time, please contact our Sales department. Additional charges may apply. Call **469-916-2910** or e-mail us at **Sales@InLightGobos.com** to confirm delivery times.

PREPARING YOUR ARTWORK

Keep in mind that the image quality and detail of the gobo is determined by the quality of the original artwork. We accept a variety of file formats. We use the latest versions of Adobe Illustrator and Adobe Photoshop to process the artwork. Our four-color process, known as CMYK, is similar to the CMYK printing process. We work at a resolution of 3600 dpi. All artwork should be converted to CMYK format, and the original art saved at a high resolution.

InLight Gobos wants to provide you with the highest quality gobos possible. Here are some tips for you to help us succeed in our mission.

When preparing artwork please use the following formats:

The preferred file format is Adobe Illustrator (.ai) file. This vector-based artwork creates the best gobos, and is best suited for text and logos. This format allows us to provide a sharp, crisp image at the highest possible resolution. Vector artwork should be created and saved as an Adobe Illustrator compatible file containing all layers. Please note that fonts used in vector artwork MUST be converted to outlines to avoid missing font issues.

If vector artwork is unavailable, you may submit your artwork as a raster image. Raster artwork is best suited for reproducing photographic images, but can be used for text or logo images. Raster artwork must be sent as an Adobe Photoshop compatible file in the following formats: .psd, .eps, .tif, .pdf, .png or .bmp file.

JPG and GIF formats are accepted, but the resolution and compression of the file may reduce the final image quality and additional hourly artwork fees will apply.

PLEASE NOTE: Artwork with low resolution will project fuzzy and/or distorted and will not give the best appearance. Most web images are created at 72 dpi. Please do not try to resize an image taken from the Web from 72 dpi to a higher resolution. To receive the highest quality image, we require artwork to be saved at a minimum resolution of 600 dpi with an image size of at least 5 x 5 inches (127 x 127 mm).

Artwork received at lower resolutions will incur an additional (hourly) artwork fee. However, the quality and detail of the gobo will still be determined by the original quality of the artwork.

We also accept hard copies of artwork; such as photographs, slicks, or prints. Faxed images are accepted, but usually do not reproduce well. Please submit a reasonably sized, clean copy of your artwork. Additional (hourly) artwork fees may apply for poor quality artwork.

SUBMITTING YOUR ARTWORK

To reduce the file size of larger images, please use a file compression utility such as WinZip, PKZip or Stuffit rather than graphic compression (e.g.: highly compressed jpeg files).

Files can be submitted via e-mail to **Sales@InLightGobos.com**, send using DropBox, or uploaded to our FTP server. Please contact us for information regarding sending artwork via FTP. We also accept the following mediums: Zip Disk, CD, DVD, Compact Flash, and Memory Stick.

**INLIGHT GOBOS ATTN: ART DEPT.
2348 IRVING BOULEVARD
DALLAS, TX 75207**

To confirm your order, please contact our sales department at 469.916.2910.

PAYMENT

All orders must be paid before being shipped. We accept company checks and credit cards. COD orders are available upon request. Terms are available to qualified organizations. Please contact us for more information.

SHIPPING

We use FedEx Overnight as our preferred shipping carrier. Delivery prices range depending on the destination. Clients may provide their shipping account number to bill shipping directly to them. Shipping is in addition to the item costs

