



MYLAR STENCILS

ARTWORK & SUBMISSION GUIDELINES

REVISED MAY 2022

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DESIGN PROCESS

Design Submission

Submit your designs on [DiesDirect.com/New-Design-Submission](https://www.diesdirect.com/New-Design-Submission). The form can also be access on [DiesDirect.com/Resources](https://www.diesdirect.com/Resources).

Proof Approval

After submitting your New Design Submission form, a member of our graphics team will initiate production proofs for your approval. Approval must be given in written form (via email) and gives Dies Direct permission to upload to your design to your online ordering portal.

IMPORTANT: Turnaround time for this process strongly relies on the quality of the submitted files. Ensure that all design requirements are met for the quickest turnaround time possible.

Account Setup (New Customers)

Immediately following your proof approval, Customer Service is notified and will provide your login information to complete the ordering process online.

Order Placement & Confirmation

Using the login credentials provided by Customer Service, you will be able to log onto **DiesDirect.com** and view your items available for purchase under the “Catalog” section. Select how many sheets of each item you would like to order and add them to your cart. Payment and shipping selection is made online.

Shipping Confirmation & Invoice

Typical turnaround time from order placement to shipment is 10 business days, this does not include special selections or additional packaging. At the time of shipment, you will receive an email confirmation for shipping and an invoice.

PRICING POLICY

Setup Costs

There are no setup costs for setting up stencil artwork as long as the artwork is provided to the specifications in this document.

Additional Design Charges

Upon submission, our graphics team will review the submitted files. You will be notified if your designs require additional work before film production. Our team is able to make file corrections for an additional hourly fee, or you are able to revise them yourself. To avoid these charges altogether, follow the submission requirements in this guide.

SUBMITTED FILE REQUIREMENTS

Please submit your designs according to the requirements in this guide. Design submissions that do not meet these guidelines may require additional graphics services, which can add time to your order and incur additional fees for the file preparation.

Vector File Format

We support CorelDRAW and Adobe CC (Creative Cloud). Designs must be built in a vector art program. All files submitted to our graphics team must be in one of the following formats: AI, EPS, CDR, or vector PDF.

Outlined Typography

All typography must be outlined (or converted to curves in CorelDRAW).

Strokes & Lines

Do NOT outline any of your line paths or strokes.

Design Size

Please have your design finalized and scaled at 100% of the desired size before submission to our graphics team.

Orientation

Supply your design in the same orientation you want it cut. Our team will mirror the design for production.

Color

Please use the following colors to help our team identify the different elements of your stencil design.



Cut Lines
15, 100, 100, 0



Engraved Areas
75, 5, 10, 0

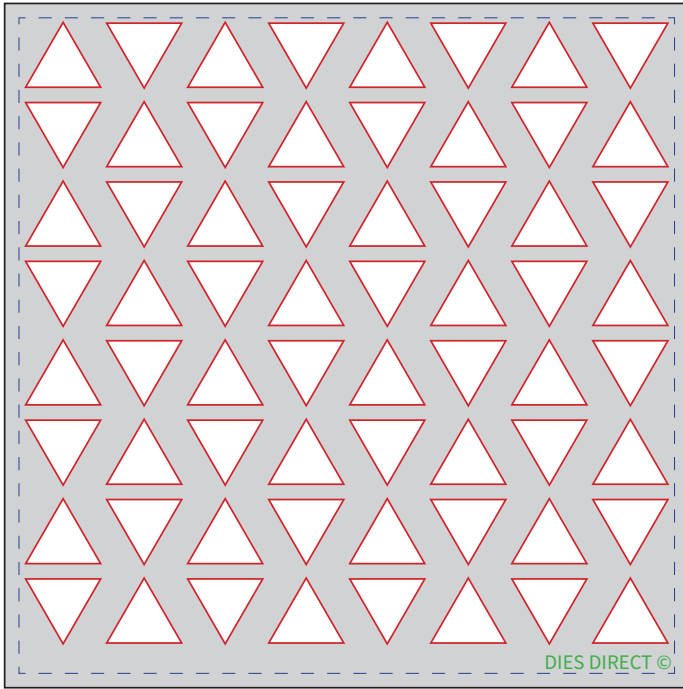
Safety Area

Each stencil should have a safety area of 0.25 inches around all 4 sides. No artwork or engraving can be done in this border (see dashed line on diagram).

Negative Cutouts

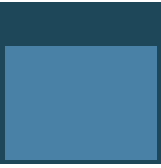
If you would like the negative cutouts of mylar, please let our team know when you submit your designs. The availability depends on the design's complexity and we cannot guarantee we will be able to provide cutouts.

FINAL DESIGN CHECKLIST



- Cutting Line Weight is **0.001in** or **0.07pt**
- Cutting Lines are **Red**
- Engraved Areas are **6pt font** or larger
- Engraved Areas are **Green**
- All lines are at least **0.05in** or **3.6pt** apart
- File is AI, EPS, CDR, or Vector PDF
- All Typography is outlined
- Safety Area around all 4 sides is **0.25in**
- Design is 100% to scale and oriented correctly

SIZES & RECOMMENDED PACKAGING



3 x 4

PACKAGING TEMPLATE: P

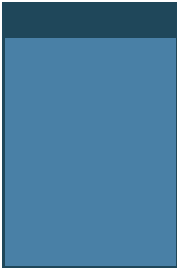
PACK: 4.25 x 4.25



3 x 4

PACKAGING TEMPLATE: T

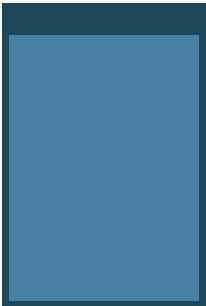
PACK: 3.25 x 5.75



4.5 x 6

PACKAGING TEMPLATE: L

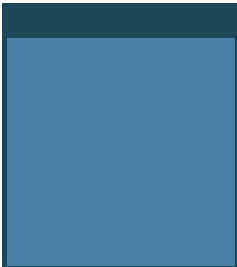
PACK: 4.625 x 7



5 x 7

PACKAGING TEMPLATE: O

PACK: 5.38 x 8



6 x 6

PACKAGING TEMPLATE: N

PACK: 6.25 x 7.5

PACKAGING FILE GUIDELINES

FILE TYPE

Packaging designs are **not** required to be built in a vector art program. The preferred file formats are PDF, JPEG, or PNG.

COLOR MODE

Your file must be set up in CMYK to ensure the optimal color matching. Please be sure to use colors that will convert to CMYK when designing. Colors will vary from designing on screen to physical prints.

RESOLUTION & SIZE

We recommend 300dpi resolution for print files. Lower resolution may result in pixelated or blurry prints.

Please keep file sizes to 5,000KB or below. Some designs may need to be compressed or converted to another file type to shrink the file size.

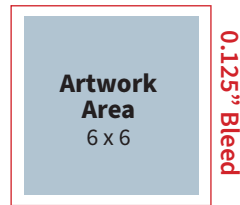
OUTLINED TYPOGRAPHY

Typography must be outlined (or converted to curves in CorelDRAW).

DESIGN SIZE

All designs submitted must have 0.125" bleed on all 4 sides.

Do not include any crop marks or bleed marks



FILE NAME

Please have all of your designs in separate files by item, and include the item's description & template number in the file name for easy identification.

If you need help picking a packaging template size, our design team is happy to help you select the best size from our templates available.

OTHER CONSIDERATIONS

When designing your packaging, consider how much space you will need to print your logo, item name, or barcodes around the die set itself. Our designers will provide you with a "mockup" of your packaging file with the die on it to ensure that no important information is covered up.

If you choose to have magnets added to your die order, make sure that you leave enough room on your packaging for the space that the magnet will take up.

Please let our graphics or customer service team know if you would not like your dies or stamps packaged with glue dots and would prefer them loose in the bag.



CONTACT US

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