UPLOAD FEES

We appreciate your business and the time and money you've invested in your product. When you upload print files, we carefully check them to ensure the best possible outcome. Every upload is personally reviewed by at least two team members who perform the steps outlined below. This process is personalized, detailed, and unique for each project.

INITIAL REVIEW

✓ Files are initially checked for basic requirements:

- Print-ready PDFs
- Include bleed and crop marks
- All files required have been received

✓ Provide feedback on issues, links to videos, templates, or other resources on our site to correct the problem.

✓ Offer graphic design referrals to make corrections

FINAL REVIEW

✓ Files are downloaded and thoroughly checked for:

- Files match specs provided
- Page count
- Page size
- All pages are the same size and orientation

✓ Each PDF is measured to ensure that each document is the proper size, i.e. tabs are ½" wider than interior pages, covers are the same size as the tabs, margins on binding edge are large enough to prevent issues when punched or bound.

✓ Files are renamed with Vervante part number and date.

✓ Your specs are then transferred to an internal document that includes all steps in the production and printing process.

✓ PDFs and internal job specs are then stored on our internal server.

✓ Item is added or updated in our database so you have access via your Vervante account.

We know before you send us the print files that you've spent weeks, months, maybe even years, developing and creating your product. This has been an investment of time and money to create the PDFs we need for production. When you reach this point and are ready to hand over your files to us, we give your product the personal attention it requires to turn your vision into a physical product. These steps are lovingly and carefully performed by our team so the product you receive is what you envisioned.