

## Instructions for specifying your artwork if you would like us to create your packaging

Please follow these simple steps so that we can create exact the package you need.

- Examine our templates to see your options.
- Call Total Tape Services at 727-799-3100 or email [sales@totaltapeservices.com](mailto:sales@totaltapeservices.com) to make a final determination of how many components you want to include based on your budget
- Gather any images you want to include. Provide them as digital images (jpegs or tiffs), unless you would like us to scan them. If you provide digital images, please make it very clear where you want the images to go, unless you want to leave in entirely up to our artists.
- If you have some ideas about what you want as far as artwork, you might want to sketch them out. The more detailed, the better. If you have specific colors you want us to use, let us know.
- Write exactly what you want to say on each part of the package, preferably in a Word document.
- If you can send everything electronically, bundle all your digital files in a Zip or Stuffit file. If the file is over 10 mgs and under 100 mgs, try using a service like [www.yousendit.com](http://www.yousendit.com). Fax your sketch to Total Tape Services at 727-799-3705 (fax number). Or mail us a disc with everything on it.
- Or send everything by mail. We will be happy to scan your photos and typeset the contents of your CD package. Specify exactly what words you want and where. We will return all your photos when the job is done. Return postage will be included in the final bill.

**Total Tape and Digital (727) 799-3100 FAX: (727) 799-3705**