



1. Download correct sized template from <https://app.companybox.com>
2. Place template on a DIE layer.
 - Use as is for outside print.
 - Rotate 180° for inside print.
 - Do not rotate 90°.
 - Do not adjust the art board.
3. Place any art on an ART layer.
 - Do not use any structural colors in your art. These may include colors labeled: “Cut”, “Crease”, “Annotation”, “Bleed”, “Other Structural” among others. If these colors are used in the art, they will be removed during the proofing process and the art will be missing.
 - All images should be at least 300dpi but no more than 600dpi.
 - The extra resolution is not needed and makes the files unnecessarily large. If files are too large to upload to the web site, please check to make sure images do not have excess resolution.
4. Upload files to website.
 - Outside print and inside print should be separate PDF’s.
 - Do not include multiple pages in a PDF. They will not be recognized by our system and make files larger than needed for efficient processing.
 - If the artboard does not match the green bleed line or has been rotated 90°, file will not upload to the site.