Preferred

Adobe Illustrator - File must be saved as: .AI / .EPS / .PDF

Resolution: N/A (vector art is resolution independent)

Accepted

Adobe Photoshop - File must be saved as: .PSD / .TIF/ .TIFF/ .PNG

JPEG files are accepted in some cases, but are not preferred.

Resolution: 150dpi-300dpi, @ final print size.

Microsoft Word and PowerPoint

Word (and other text-editing programs) may be used to create rough compositions, or to communicate design ideas. However, they are not suitable for creating print-ready artwork.