

## Font & Supplied Files Policy

To ensure legal compliance and efficient production, **Graphics Universal requires that all fonts used in supplied files are properly licensed for commercial output.** Clients are responsible for confirming that font usage complies with the applicable End User License Agreement (EULA).

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### Font Licensing Requirements

Fonts used in submitted artwork must meet **one** of the following conditions:

- You hold a valid commercial license for the font
- The font is released under a permissive open-source license
- Fonts are embedded or outlined as permitted by the font's EULA

Most standard font licenses **do not allow font files to be shared with printers** unless the printer also holds a license. To avoid legal issues, Graphics Universal requires:

- **Outlined (vectorized) fonts**, or
  - **Fonts that Graphics Universal currently licenses**, or
  - **PDFs with properly embedded fonts**, where allowed
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### File Submission Guidelines

#### Font Embedding

- PDFs created using “Print & Preview” or “Press Quality” settings are commonly acceptable.
- Embedding is only permitted if allowed by the font's EULA.
- “Editable” font embedding is often prohibited.

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## Font Licensing Confirmation

- You must have the right to use the font for commercial production.
- If your license does not allow sharing, submit a PDF with fonts embedded or flattened, or confirm Graphics Universal holds the license.

## Open-Source Fonts

- Fonts from sources such as **Google Fonts** are typically licensed under the **SIL Open Font License (OFL)**.
- These fonts allow commercial use and sharing for print and digital output, provided the fonts are not resold.

## Font Outlining

- Text may be outlined (vectorized) in design software (e.g., Adobe Illustrator).
- This removes the need to supply font files but makes text non-editable.

## Prohibited Actions

- Do not supply raw font files (e.g., .ttf, .otf) unless Graphics Universal already holds a license.
  - Sending proprietary font files without proper licensing may violate font EULAs.
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## Before Submitting Files

- Review your font's EULA to confirm print provider usage is permitted
- Adobe Fonts may be used, as Graphics Universal maintains a compatible subscription
- Open-source fonts are strongly recommended
- When in doubt, consult your Graphics Universal sales representative

### Preferred file formats:

- ✓ PDF with embedded fonts
  - ✓ Files with outlined text
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## Graphics Universal Font Subscriptions & Recommendations

- Adobe Fonts (current subscription)
  - Google Fonts
  - Other commercially permitted open-source fonts
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## Questions?

Please contact your Graphics Universal representative prior to submitting files. Proper preparation helps prevent delays and ensures a smooth production process.