



Please review these tips and standards before sending your logo for your Custom Cups to Doug at RunaboutCoffeeCo@gmail.com.

FILE: Please send your logo as a .jpg or .png (at least 300 dpi).

DESIGN: Your logo **must be in black and white** (NOT greyscale) and we recommend limiting small print, if possible. If you are thinking you'll use Runabout again in the future, you might want to consider omitting dates or other specifics so that we can reuse your design year after year.

Feel free to visit RunaboutCoffee.com/CustomCups to review designs that have worked well.

PROOFREAD AND DOUBLE-CHECK: When Runabout is not designing the logo for the cups, we expect the image we receive to be proofread and double-checked. A post-print change may result in a reprint fee so please make sure it's good to go!

DEADLINE: We will not begin the Custom Cups process until after we receive the 30% deposit or payment in full. Your design must be submitted to Runabout no later than two weeks before the date of your event. Once we have the sleeves printed, you will receive an emailed image of your cups!

Don't hesitate with any questions or concerns -- I'm happy to help!

D. Doug Mains
Runabout Coffee
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