

## GENERAL FILE SPECIFICATIONS

- Crop marks are not required
- Please supply files with 3mm bleed where required (see table below), and all text at least 3mm from the trim edge
- High resolution PDF files are preferred and can be sent via email (up to 8mb), CD, USB or via YouSendIt
- Resolution of all images must be 300dpi or greater at 100% print size to ensure a quality print.
- Provide your artwork 1UP (not imposed), unless requested otherwise

## STANDARD ARTWORK SIZES

PRODUCT	FINISHED SIZE	ARTWORK SIZE (INCLUDING BLEED)
Business Cards	90mm x 55mm	96mm x 61mm
A4	210mm x 297mm	216mm x 303mm
A5	148.5mm x 210mm	154.5mm x 216mm
DL/With Compliments Slips	99mm x 210mm	105mm x 216mm
Postcards/A6 Cards	105mm x 148.5mm	111mm x 154.5mm
A4-DL	210mm x 297mm	216mm x 303mm (98mm, 99mm, 100mm outside, inside reverse)
Rollup Banner	845mm x 2040mm	845mm x 2040mm (no bleed required)
A3 poster	297mm x 420mm	303mm x 426mm
A2 poster	420mm x 594mm	420mm x 594mm (no bleed required)
A1 poster	594mm x 841mm	594mm x 841mm (no bleed required)
A0 poster	841mm x 1189mm	841mm x 1189mm (no bleed required)

Standard products can be trimmed to smaller sizes upon request.

## SOFTWARE FORMATS

- We prefer PDF files.
- We also accept (\*additional charges may apply):
  - InDesign packaged files (up to Version CS5)
  - Illustrator EPS or AI files (up to Version CS5)
  - Photoshop (up to Version CS5)
- Microsoft Word and Publisher files are best supplied as a high resolution PDF, created from the computer it was originally made on. If we convert documents in-house, you will be required to proof the PDF carefully before printing.
- We do not accept Corel Draw, Quark Xpress, Pagemaker, Freehand files.

## COLOUR

- All artwork should be in CMYK (including images) unless the job has been quoted for Pantone/Spot colours. Spot colour should NOT be selected.
- If you have any solid areas of black in your artwork, please convert to 40C 40M 40Y 100K for digital artwork, and 60C 50M 50Y 100K for offset jobs.
- If printing in Pantone colours, talk to our designers before sending any artwork.
- Do not supply files in RGB or separations, unless you are sending a Pantone job.
- Please advise if colour matching is critical and we will try to accommodate your needs.

## FONTS

- Make sure fonts used in your files have been embedded or outlined.
- Ensure that you check for and remove "stray points" from your artwork.

## PROOFS

- If printing multi-page documents, it is best to supply a printed mock-up where possible.
- Ensure that you spell check your job thoroughly and make sure that all details are correct.
- No responsibility will be taken for incorrect spelling on supplied files.
- When artwork is created in-house, it is your responsibility to check spelling/numbers and all other details are correct before approving.

