Artwork Supplied Checklist

REQUIREMENTS FOR SUBMITTING PRINT READY FILES.

Following these preparation guidelines will ensure your print is produced to the highest standard with minimal production delays and unexpected extra charges.

DOCUMENT PDF CHECKLIST

- ☐ File is the required size *(matching quote)*.

- ☐ Supplied as one pdf per finished piece, as individual pages.

- ☐ Complete a spell check.

- ☐ All images are in CMYK mode for full colour images or Grayscale for B&W images. *(no RGB)*

- ☐ All images are at 300dpi. *(no web 72dpi)*

- ☐ All fonts are embed or outlined.

- ☐ Black text is black, not in CMYK or registration mode.

- ☐ All colours are in CMYK mode, unless specific spot colours are requested.

- ☐ File contains 5mm bleed if content falls to trim line. *(see bleeds and trim guide)*

- ☐ File contains crop marks. *(see bleeds and trim guide)*

I have checked my artwork against the above checklist and quote spec.

Name : .... Signature : .... Date : ....

PLEASE NOTE IF ARTWORK IS NOT SUPPLIED TO THE ABOVE SPEC, ADDITIONAL CHARGES AND DELAYS MAY OCCUR.

NB: When you receive an electronic proof from our pre-press department, please ensure to print your file to actual size and re-check your file thoroughly before signing off.

OUR CREATIVE TEAM CAN CHECK AND HELP PREPARE YOUR FILE FOR PRINT,
CHARGES ARE DETERMINED ON A PER JOB BASIS, SPEAK WITH OUR TEAM FOR FURTHER DETAILS.

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BLEED AND TRIM GUIDE

Crop Marks -
These indicate where the artwork
will be trimmed.

Trim Line (Black) -
This is where the artwork will be
trimmmed after it is printed.

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External Bleed Margin
(Red) -
All background images, colours,
patterns and graphics which print
to the trim line must continue to
the bleed margin, at least 5mm
outside the trim line.

Internal Bleed Margin
(Blue) -
All text and logos must be inside this
margin at least 5mm from the trim line.