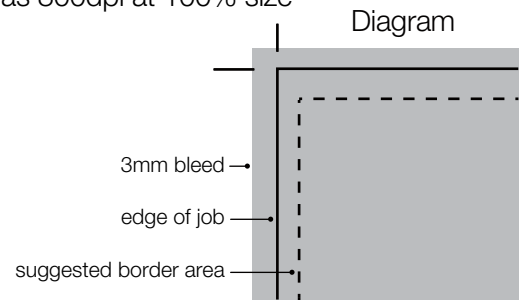


## ARTWORK CHECKLIST

- 1 Supply artwork as PDF File format with all images & files saved as 300dpi at 100% size (Minimum 300dpi at 50% Scaling)
- 2 All fonts & images to be in CMYK unless job is spot colour
- 3 Fonts outlined in eps and embedded in pdf file
- 4 Spot colours set as Pantone PMS colours
- 5 Trim marks added to Job
- 6 Bleed minimum 3mm colour bleed outside trim marks (see Diagram)
- 7 We recommend no type within 2mm of any edge and borders at least 3mm wide
- 8 Supply single files for each page or side (2 sides = 2 pdf files 1 front & 1 back)
- 9 If there is any likelihood of alteration also supply the native file & fonts
- 10 Supply laser printout of file (if reduction please mark clearly "Reduction")



## BASIC SETTINGS

**Resolution:** Colour & greyscale images set to minimum 300dpi - max 350dpi

**Mono Bitmap Images:** Set to a maximum of 1200 dpi

**RGB: DO NOT USE RGB** RGB Files will print discoloured & dull

**Stipples:** Due to dot gain in printing do not use above 90%.

**Bleed:** See diagram, Cutting varies up to 1mm so bleed is important

**Black:** Do not make black out of 100% CMYK, set black as k100% and add 50% Cyan if a deep rich black is required.

**Colours:** Delete all unused colours from your colour pallet

This checklist is provided to ensure your job progresses through production without any delays or additional costs. By following the above recommendations, and viewing a digital proof prior to printing, you will minimise the risk of a print production error.

**NO RESPONSIBILITY IS TAKEN IF YOU CHOOSE TO OK A SOFT PROOF (PDF)**

A colour accurate hard proof (Epson) is run for every job

**WE PREFER PDF FILES, BUT WILL ACCEPT EPS, TIFF, JPEG FILES.**

"How to create Adobe PDF Files for Print and Press" is an excellent FREE resource guide which can be obtained from the Adobe web site: [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html)