

Artwork Guidelines

October 2008

ACCEPTED FILE FORMATS:

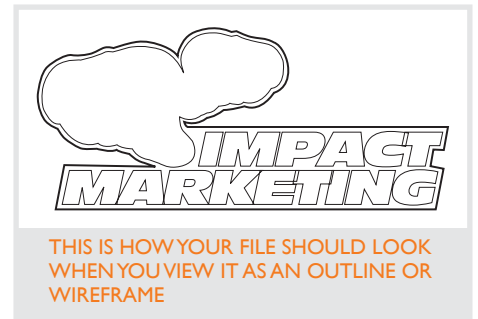
We can process your order if you send artwork through to us in the following formats: EPS/ PDF/ TIFF/ AI
PLEASE NOTE: WE DO NOT ACCEPT CORELDRAW FILES OR JPEGs.
Should you send us artwork that is not in the correct format this will only cause delay in your order being processed!

TEXT

Text should be supplied as vectored text or converted to outlines.

CUTLINES:

Please supply your motifs, badges and logos with a vectored contour cutline already set up. This is the line that shows where you would like the shape to be cut out from.
You also need to allow 3mm bleed.



TO CREATE A VECTORED CUT LINE YOU WILL NEED TO USE ADOBE ILLUSTRATOR, CORELDRAW, EASYSIGN OR ANY OTHER VECTOR BASED GRAPHICS PROGRAM.

COLOUR MATCHING:

In order to guarantee the correct colours for your customer please send the following if available:

- pantone/ CMYK colour references
- hard copy

DESIGN SERVICE:

If you cannot supply us with the correct artwork, we do offer an in-house service. Please contact us for details.

QUOTES:

When requesting a quote from us please provide the following information:

width height quantity
Without this information we will be unable to proceed with your quotation.

TURNAROUND:

If required we supply artwork within 2 working days of receiving your brief (including size of print, font, colours, text and images). Production commences on receipt of approved proof and will complete within 5 working days.

Checklist

- ✓ saved as an accepted file format
- ✓ included cutline
- ✓ supplied any colour references
- ✓ printed out a hard copy

WE LOOK FORWARD TO RECEIVING YOUR ORDER

PLEASE REMEMBER
THAT IF YOU HAVE NOT DONE EVERYTHING ON THE CHECKLIST YOU MAY INCUR EXTRA CHARGES AND YOUR ORDER WILL TAKE LONGER TO PROCESS.