

## POINTS TO CONSIDER WHEN SUPPLYING YOUR WORK

### **A vital component in creating a sensational dish is having all the right ingredients:**

You can help with this by following a simple checklist of points to consider when supplying work. If you have any concerns or queries however, don't hesitate to let us know and we can help you out.

#### CHECKLIST



- Hard copy should always accompany any incoming files, a composite proof at the very least but if you run separated laser proofs (the latest set) you can check that the job is coloured correctly and there are no unwanted colours in your files. This should be the very latest version, if for any reason your printout varies from the electronic file, please indicate this.
- All colour (CMYK) and grayscale scans should have a minimum resolution of 350dpi at the printed size.
- PMS colours are specified, and any unused colours are deleted.
- Linearts and bitmaps should have a minimum resolution of 800dpi.
- Make sure all links are supplied with your job (any electronic files attached/imported or placed in the artwork).
- All the fonts you have used are supplied on your disk, but make sure it is only the fonts you have used that are supplied. Even if we have produced a similar job for you previously using the same fonts, due to the "collect for output" function, it is safest to supply the fonts each time.
- Ensure you have no RGB images in your file where high end printing is concerned.
- Any spot seals or spot UV guides are supplied on the file (if you need a hand with setting these let us know).
- Any knife guides are supplied on the file.
- If an image is scanned or resized, check that the programme the image was created in was used to do this, do not scale or resize it within the application in which you are placing or importing it.
- Check that the trim size matches your file size.

### **Our systems can process almost any electronic format including:**

PC files, Macintosh, PDF.

#### **We can accept:**

CD: 700MB.

Zip: 100MB, 250MB.

Jazz: 1GB, 2GB.

DVD: 4.7GB.

Email: 100MB (talk to us about access to our FTP server for faster, more secure file transfer, or for high security material setting up a VPN (Virtual Private Network) line).