



Files

We require all files to be supplied as pdf files as single pages, not spreads. When supplying files for booklets, please supply in page order and we will do the imposition for you.

Trim Marks

Please ensure all files have trim marks and that the trim marks are offset by at least 3mm.

Bleed

For flat sheet print jobs we require a minimum of 3mm bleed and important text or images should be placed at least 3mm inside the edges of the trim area. For booklet jobs we require 5mm bleed and important text or images to be placed at least 5mm inside trim are to allow for creep when binding.

Fonts

We recommend outlining or embedding fonts to ensure they print the way you want them to and to ensure the fonts do not default and ruin the job.

Colour

All artwork should be supplied in CMYK colour mode for full colour printing or Pantone Colour for spot colour printing. Please ensure all images are converted from RGB to CMYK before submitting artwork so that colours print correctly.

Resolution

We suggest making sure all images are at least 300dpi for printing. The higher the resolution, the better the image quality.

Guidelines