

SUPPLYING FILES

You can supply your artwork on CD, DVD or Flash drive. You can use free file transfer sites such as yousendit.com and megaupload.com. We can also receive files of up to 10mb by email and FTP (details on request)

WHAT WE NEED FROM YOU

The original files (i.e. InDesign document) plus any related files, placed images, included fonts etc and a colour proof where possible. Please provide pantone references where appropriate. If your document contains pantone references we will automatically print the closest match possible. We cannot match metallic pantones. If Pantone references or a colour proof are not provided we will print directly from your file and will not be held responsible for unpredictable results as colour matches cannot be guaranteed.

WE USE THE FOLLOWING SOFTWARE

Quark Xpress 7
Adobe Illustrator
Adobe Photoshop
Adobe InDesign

NOTES ON FILE SAVING FOR SPECIFIC PACKAGES

Quark Xpress/InDesign - Include all elements, Tifs, Eps's and Fonts.

Adobe Illustrator - Include all fonts or create text to outlines. Embed all placed images or provide them separately for us to embed. Please do not use overprint when creating artwork.

Freehand - If you have a freehand file please do the following:
Choose "Export" from the file menu and select "Illustrator 7.ai" and include any placed files.

CorelDRAW - If you have a CorelDRAW file please do the following:
Export all files as eps and make sure to select text as outlines when doing so. Please note that exporting files from Coreldraw can produce unexpected results. We recommend that if this application has to be used you provide us with colour proofs.

Adobe Photoshop - For best results save files in eps or tif format at 300dpi and at a quarter of the finished size (dpi should be higher for very close viewing). If this creates a file size of over 300mb please call us for advice. We are now regularly receiving single files of up to 3gb, these are unworkable and very time consuming. We will never send a file over 1gb to our printers so please bear this in mind when creating artwork.

We strongly urge you not to provide your artwork in pdf format as we regularly experience problems when ripping these files. If you need to provide your artwork in pdf format it must be hi-res and fonts must be outlined before saving. We do not accept Word, Excel or Powerpoint documents as artwork files. If artwork is not provided as specified in these guidelines you may be charged for artwork time which is £65 per hr.

TERMS AND CONDITIONS

All orders and instructions must be made in writing. We are unable to accept responsibility for any errors that may occur as the result of a verbal instruction having been given. We ask that clients carefully check that correct artwork is signed off prior to production. Any errors notified after approval has been given will be the responsibility of the client