

ARTWORK SERVICES GUIDE

SERVICE BREAKDOWN

Cost	JUST PRINT	FILE CHECK	FILE ASSIST
Customer Proof sent for your approval	FREE X	FEE APPLIES* Optional Fee Applies*	FEE APPLIES*

ACCEPTED FILES... you can supply us:

Print ready PDF	✓	✓	✓
Print ready TIF	X	✓	✓
Print ready JPEG	X	✓	✓
Print ready EPS	X	✓	✓
Adobe Creative Suite (Illustrator, InDesign, Photoshop)	X	X	✓
CorelDRAW	X	X	✓
Microsoft Office (Word, Publisher, Powerpoint)	X	X	✓

REJECT... we will reject your file if any of the following apply:

Your file is corrupt	✓	✓	✓
Password protection on your file	✓	✓	✓
Sizes that are disproportionate	✓	✓	✓
Fonts are unembedded	✓	✓	✓
Incorrect number of files	✓	✓	✓
Any pages are missing from your file	✓	✓	✓
Any elements are missing from your file	X	✓	✓
Spot UV page order incorrect	X	✓	✓

WARN... we will warn you if there is/are:

Objects too close to the edge	X	✓	✓
Low resolution images Impure blacks	X	✓	✓
Incorrect panel sizes on folded jobs	X	✓	✓
No allowance for creep within your booklet	X	✓	✓
Issues with the forme cutter guide lining up with your artwork	X	✓	✓

FIX... where we can we will fix:

Convert your file to a print ready PDF	X	✓	✓
Convert RGB to CMYK	✓	✓	✓
Convert spot colour to CMYK when applicable	✓	✓	✓
Missing Bleed - by scaling	✓	✓	✓
Ink coverage over 340%	✓	✓	✓
Fix overprints accidentally set on colours other than black	✓	✓	✓
Scale Proportionately	✓	✓	✓