

Artwork Services Guide

| SERVICE BREAKDOWN | JUST PRINT | FILE CHECK | FILE ASSIST |
|--|------------|-----------------------|--------------|
| • Cost | FREE | FEE APPLIES* | FEE APPLIES* |
| • Customer Proof sent for your approval | ✗ | Optional Fee Applies* | ✓ |
| ACCEPTED FILES... you can supply us: | | | |
| • Print ready PDF | ✓ | ✓ | ✓ |
| • Print ready TIF | ✗ | ✓ | ✓ |
| • Print ready JPEG | ✗ | ✓ | ✓ |
| • Print ready EPS | ✗ | ✓ | ✓ |
| • Adobe Creative Suite (Illustrator, InDesign, Photoshop) | ✗ | ✗ | ✓ |
| • CorelDRAW | ✗ | ✗ | ✓ |
| • Microsoft Office (Word, Publisher, Powerpoint) | ✗ | ✗ | ✓ |
| 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 | ✗ | ✓ | ✓ |
| • Spot UV page order incorrect | ✗ | ✓ | ✓ |
| WARN... we will warn you if there is/are: | | | |
| • Objects too close to the edge | ✗ | ✓ | ✓ |
| • Low resolution images | ✗ | ✓ | ✓ |
| • Impure blacks | ✗ | ✓ | ✓ |
| • Incorrect panel sizes on folded jobs | ✗ | ✓ | ✓ |
| • No allowance for creep within your booklet | ✗ | ✓ | ✓ |
| • Issues with the forme cutter huide lining up with your artwork | ✗ | ✓ | ✓ |
| FIX... where we can we will fix: | | | |
| • Convert your file to a print ready PDF | ✗ | ✓ | ✓ |
| • 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 | ✓ | ✓ | ✓ |