

**ARTWORK & FILE SET UP GUIDELINES**

<b>BLEEDS</b>	Please add 4mm bleed area all around your artwork
<b>DIE-CUTS</b>	Create your knife- line on a separate layer in your file with a stroke of 0.5pt
<b>IMPOSITION</b>	Supply your artwork as a 1up file only
<b>PRINTERS MARKS</b>	Do not add any crop marks or other printers' marks, we will set that up when we preflight your artwork
<b>PANTONES</b>	If using PMS colours, specify your Pantone numbers on your order in either coated or uncoated - depending on your stock choice
<b>CMYK</b>	Please supply your artwork in CMYK only - unless using Pantones
<b>RICH BLACK</b>	Please ensure that black text does not have rich black values on it, use 100% black only
<b>RGB</b>	Do not supply any images in RGB format, convert them all to CMYK
<b>FONTS</b>	On a final copy of your artwork supply all fonts as outlines
<b>IMAGES</b>	Where possible supply all images at a minimum of 300dpi for optimum quality output
<b>FILE FORMATS</b>	We accept files in the following formats: Acrobat 7 or earlier (PDF - Press quality settings) Illustrator CS2 or earlier, Corel Draw 12 or earlier
<b>PROOFING</b>	Our usual proofing method for clients is done online via an email PDF. Clients can also request to see an Epson printed proof or a digital proof of their labels if required.
<b>FILE TRANSFER</b>	In general most files are small in size, therefore email transfer is usually sufficient. If you have files which are too large for email please send a CD in the mail and we will contact you about your order