

# CHECKLIST

**Before supplying or uploading files please review the following:**



- 1** We accept Quark XPress and files created in Illustrator, InDesign, Acrobat, etc. and prefer Mac format files. If providing files created in the latest version release software, please confirm we can accept this with your account manager.



- 2** Document files should be configured to the final trim size.



- 3** Add a minimum of 5mm ( 1/8" ) bleed to all pages, images & artwork.



- 4** Please don't apply styles to fonts; choose the actual font.  
Truetype and MultiMaster fonts can be unpredictable.



- 5** Send only the fonts required to produce the job. Remember to include vector program fonts (Illustrator & Freehand) and fonts used in image paint programs (Photoshop).



- 6** Include all hi-res images/art (300-350dpi; placed at no more than 125%). Images over 350dpi can be problematic.



- 7** Try to avoid embedding images in Illustrator or FreeHand files.  
Linking to independent image files is more efficient.



- 8** Use all CMYK color unless spot colors are part of the design (identify PMS colors as such.)



- 9** Please send us 100% sized colour lasers of the most current document if supplying files on disk. If not 100%, please indicate the percentage of the reduction.



- 10** PDF documents should be created as "Print Quality".  
All fonts must be embedded and 5mm ( 1/8" ) bleed included.



- 11** Please include low resolution PDF's at 100% size also and name the file accordingly.



- 12** Dielines supplied should indicate print side.



- 13** Please ensure all files are supplied in stuffed/compressed format.



- 14** Please note - Files supplied or uploaded to our FTP site outside of these parameters may incur additional costs.

**Please contact your account manager if you have any questions.**

