

SPECIFICATIONS FOR RECEIVING ARTWORK

We can accept complete artwork by various mediums with preferably a printed colour proof. These are our preferred methods of receiving artwork.



Software

We have the following software:

Quark Express 8 • Indesign CS5
Illustrator CS5 • Photoshop CS5

We also accept files from Coraldraw and Freehand saved as EPS files with text turned to outlines. We can also accept Press Ready PDF's with all fonts embedded and all graphics properly converted to CMYK (300dpi) PLEASE MAKE SURE THERE IS 3MM BLEED ADDED AND CROP MARKS

Please note: artwork designed in any Microsoft package including Word and Publisher cannot be accepted without an extra cost being incurred for conversion.



Bleed

We work with 3mm bleed for all jobs as follows:

A2 – 594 x 420 with 3mm bleed 597 x 426
A3 – 420 x 297 with 3mm bleed 426 x 303
A4 – 297 x 210 with 3mm bleed 303 x 216
A5 – 210 x 148.5 with 3mm bleed 216 x 154.5
A6 – 148.5 x 105 with 3mm bleed 154.5 x 111
DL Leaflets – 295 x 210 with 3mm bleed 301 x 216
(Panels to be 99mm, 99mm, 97mm[folded inside panel] to allow the inside flap to fold without creasing) 3mm of bleed must also be added to any images that are to be printed to the edge of the page



Colour

If using Pantones please supply Pantone Number or CMYK equivalent for 4 colour process jobs.



Graphics/Logos

Should be composite single files (Corel Draw is only acceptable if saved as an EPS file with the text as curves) supplied at 300dpi for good printing quality, we can not take responsibility for the printing quality of images supplied at lower resolutions. We prefer that graphics are compressed and strongly recommend either EPS (with Binary Encoding **only** when being saved in Photoshop), TIFF, or JPEG from Photoshop/Illustrator. All images taken with a digital camera need to be shot with the highest quality/size setting possible.

Images supplied from website will only be 72dpi and therefore are not of suitable quality to print from. We would strongly recommend that these not be used and can not take responsibility for the printing quality.



Fonts (Typefaces)

To ensure accurate output of files the client will need to send the Postscript fonts used. Please note True Type fonts should not be used as they give inconsistent results on Postscript.

PC users please note: Please supply all the fonts used but for compatibility please try and use fonts that are common to Mac and PC otherwise we can not guarantee that we will be able to use them.



Hard Copy/PDF

We need this with all last minute changes included. We can accept a printed out hard copy or a PDF to check against. We cannot accept responsibility for problems with artwork if a proof has not been sent to us by the client. We will print the proof the client has approved. Therefore, it is in the clients interest to send us a proof of the artwork and to check the proof we send back very carefully.



Text

Should be supplied in a clear format. Our preferred method is as a Word Document/Text only file. This will then be copied and pasted into the client's file reducing any chance of errors. Otherwise a clear written version, however if supplied in this way, we will not accept any responsibility for any mistakes once the document has been proofed and signed off by the client.



Photos

If a good quality graphic is not available the client should supply the original photograph to be scanned. This should be supplied in a clean, unfolded and unstapled format to our address.

We would highly recommend if photo's are taken on a digital camera that the highest setting on the camera is used for photo size, otherwise we can not guarantee that we will be able to use it at the size requested.



Proofs

We will email over a proof for the client to check for each job supplied. If supplied as PDF we still require emailed confirmation to proceed with printing and prefer any amendments to be in writing, either on the fax or by email. Please feel free to call and speak to the artwork department if you have any queries.

Colour printed proofs on request and only if included in the client's quote.



File Transfer

To transfer files: Standard floppy disks • CD ROM
Email - We have broadband and can accept files of emailable size to be sent to the following email address: mandy@tbpc.co.uk



CHECKLIST FOR CLIENTS

- Pictures/graphics used in documents are included
- All postscript fonts (screen and printer) used in documents are sent
- Hard copy sent to us
- Estimate No on all paperwork and Disc/CD/Emails

THE BUSINESS PRINTING COMPANY
6 Nene Road, Bicton Industrial Park, Kimbolton, Cambs. PE28 0LF
Tel: 01480 861911 • Fax: 01480 861922 • mandy@tbpc.co.uk