

# PRINT GUIDE

Artwork can be accepted in the following ways:

## 1. Quark file

Include 3mm bleed to document if necessary (see guide).  
Include images and fonts – please use “collect for output” from the file menu.  
Convert colours to CMYK or greyscale unless spot colours are required (not RGB\*).  
Do not use text style buttons (B, I, O etc) from the tools palette - they will not print.

## 2. Pagemaker / InDesign file

Include 3mm bleed to document if necessary (see guide).  
Include images and fonts  
Convert colours to CMYK or greyscale unless spot colours are required (not RGB\*).

## 3. Photoshop file (.psd/.tiff/.eps or high quality .jpg)

Include 3mm bleed if necessary (see guide).  
Please include fonts used if text layers are not rasterized.  
Convert colours to CMYK or greyscale unless spot colours are required (not RGB\*).

## 4. Illustrator .ai/.eps or Freehand .eps/ .tiff file.

Include 3mm bleed if necessary (see guide).  
Please include fonts used if text layers are not converted to outlines.  
Convert file to CMYK not RGB colour mode.  
Convert colours to CMYK or greyscale unless spot colours are required (not RGB\*).

## 5. CorelDraw

Files must be saved as an .eps file.

## 6. A PDF file

Include 3mm bleed if necessary (see guide).  
Convert colours to CMYK or greyscale unless spot colours are required (not RGB\*).  
Keep compression to press quality

## 7. Word, Excel, Powerpoint and Publisher

All images must be CMYK\*. There is an additional cost to convert these into a press ready .pdf. A hard copy printout or screenshot is required. These files are to be proof-checked by customer before printing. Please check with our studio if using non-standard fonts.

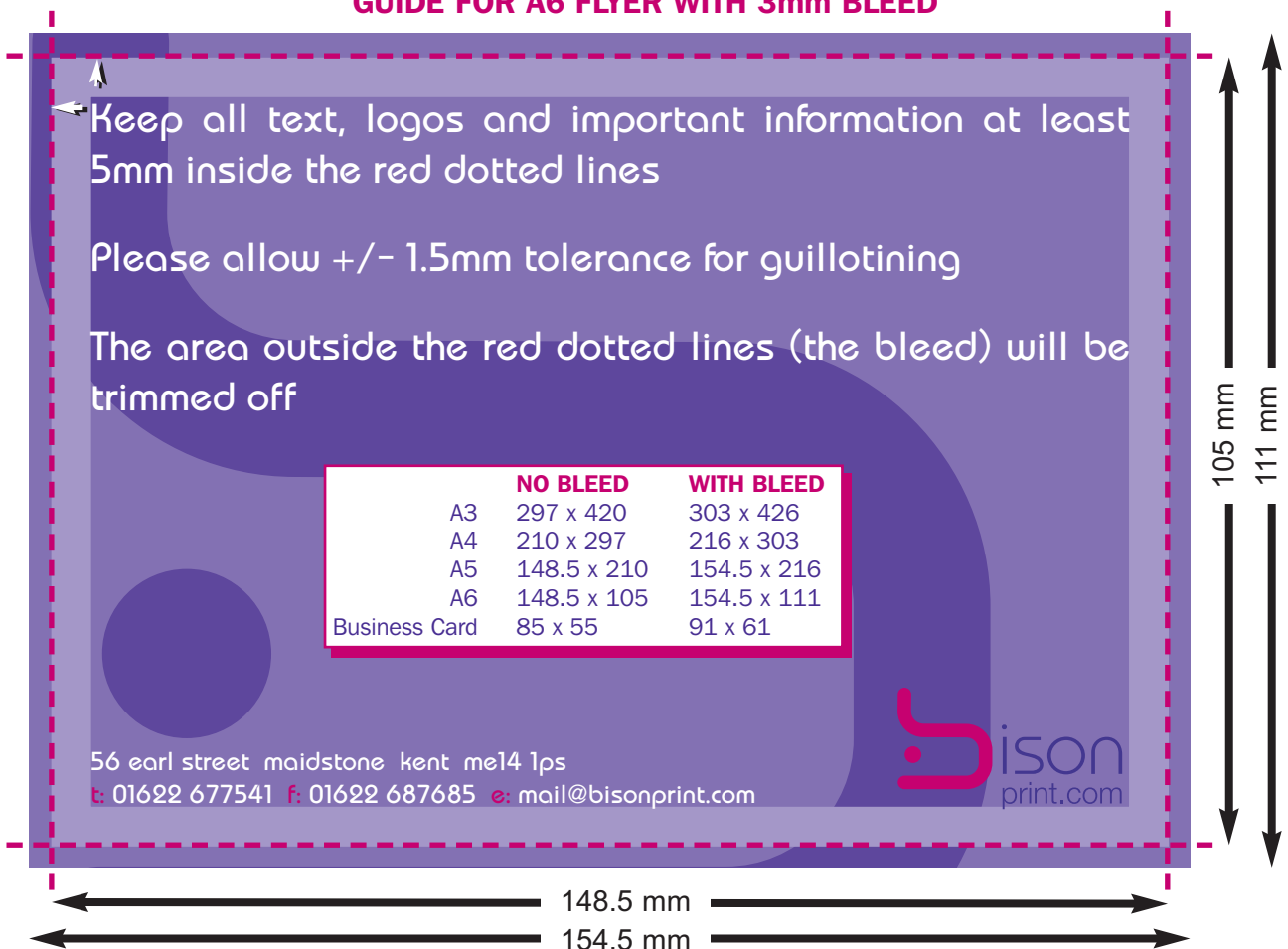
## 8. Graphic and image files

All graphics and scanned images should be at 100% with a minimum of 300dpi and converted to CMYK.  
DO NOT use .gif or low resolution .jpeg, or images taken from a web page or with an inexpensive digital camera – these do not reproduce well and you will be disappointed with the result.

\* Files which are supplied as RGB will require conversion to CMYK in order to print them. Conversion always changes the colours, sometimes slightly, sometimes significantly. The image you see on your screen does not necessarily represent the printed result.

**PLEASE ENSURE THAT YOU KEEP A BACKUP OF ANY FILES SUPPLIED ON DISK OR OTHER PORTABLE MEDIA**  
**We accept no liability for the loss of data supplied.**

## GUIDE FOR A6 FLYER WITH 3mm BLEED



A guide to the  
**LEGAL REQUIREMENTS**  
of  
**Business Stationery**  
for  
**Limited and Public Companies (PLC)**  
**Partnerships**  
**Sole Traders/Proprietorships**

	<b>LETTERHEADS</b>	<b>INVOICES</b>	<b>ORDER FORMS</b>
<b>Ltd's and PLC's</b>	Company Name	Company Name	Company Name
	Registered Office	Registered Office	Registered Office
	Address for service of documents if not Registered Office	Address for service of documents if not Registered Office	Address for service of documents if not Registered Office
	Registration No	VAT Details Reg. No. (if applicable)	Registration No
	Place of Registration		Place of Registration
	Directors***	Directors***	Directors***

<b>PARTNERSHIPS</b> (not trading in own names)	Names of all Partners*	Names of all Partners*	Names of all Partners*
	Address for service of documents*	Address for service of documents*	Address for service of documents*
		VAT Details Reg. No. (if applicable)	

<b>SOLE TRADERS/ PROPRIETORSHIPS</b>	Company Name**	Company Name**	Company Name**
	Name of Proprietor**	Names of Proprietor**	Names of Proprietor**
	Address for service of documents	Address for service of documents	Address for service of documents
		VAT Details Reg. No. (if applicable)	

\* Partnerships must state on letters, orders, invoices and receipts the names of all partners and the address of the principal office or alternatively indicate where a list of partners may be inspected. The requirement to disclose partners' names does not apply to firms with more than 20 partners, subject to certain requirements.

\*\* If as a sole trader you choose something other than your own name for the business, you will have to include your own name and the business address on all business letters, orders and receipts

\*\*\* There is no need to list the names of the company directors, but if you do, all must be shown.

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