



With all graphic design projects, it is essential that you provide us with “print ready” artwork files. Therefore:

1. All artwork files should be in EPS or AI format.
2. Artwork should be in CMYK for 4-colour process colour printing (not RGB) with any Spot colours identified if these are required in addition (eg. for specific Pantone colour matching or specialty colours like fluorescent orange). If these are provided in other colour models it will not be print ready. We are able to convert it for you at our printers, but you should carefully check any colour shifts before approving for printing.
3. When designing solid backgrounds the typeface needs to be of sufficient thickness as not to “fill-in” by our printing processes. If for instance, if a solid black background is used then we would require an additional 30% Cyan with 100% black as this allows us not to over ink the Black and “fill in” is reduced (these adjustments can be made in your design program’s colour options).
4. All fonts used should be outlined or rasterized prior to creating your final artwork file.  
Otherwise your file is not “print ready” - we can fix it if you use common fonts, or provide PC font files with your artwork.
6. Artwork should be provided with a 3mm bleed. Therefore your artwork needs to be 3mm higher and wider than the final size. This is because your printing is made on an oversized sheet of paper and then trimmed back to the final size so we can apply colour to the edges. So if you are designing an 85mm x 55mm business card, use a canvas size of at least 88mm x 58mm and expect to lose the outer 3mm - so don’t put anything important in there!
7. As there may be small errors in guillotining, try to keep any important information at least 3mm away from the edge of the artwork. For the same reason, it is best to avoid putting thin borders around or close to the edge of your artwork.