

\*\*\* IMPORTANT \*\*\*  
\*\*\* READ ME \*\*\*

It is extremely important the you adhere to the arrangement of your artwork as displayed within the template that you have just downloaded.

If you deviate from the parameters of the template and as a result we have to amend the artwork for print purposes then we will do so at our discretion at the cost of £25 per hour spent on correcting any and all problems.

#### ILLUSTRATOR FILE

If supplying a double sided document as an Illustrator file then please use two separate layers rather than two separate documents, one layer for the front artwork and one layer for the reverse artwork clearly labeled which is which.

It is very important that you OUTLINE (also known as curves) ALL the text you have used. If you do not understand this then please refer to the manual that came with Illustrator.

For standard artwork you must convert any SPOT colours that you may have used to CMYK process colours. If your artwork requires SPOT colours you must inform us which SPOT colours you require. If you do not understand the differences between SPOT and PROCESS colours then please refer to the manual that came with Illustrator.

Any BLACK used must be 100K and NOT a CMYK split.

It is also very important that you do not use CLIPPING MASKS beyond the edge of the document bounds as this can interfere with out imposition software. If this happens then we will amend the problem at our standard rates of £25 per hour.

#### PHOTOSHOP FILE

If supplying a double sided document as a Photoshop file then please use two separate documents, one for each side.

This is important as you are required to FLATTEN your artwork once completed. If you do not understand this then please refer to the manual that came with Photoshop.

It is important that when you open the photoshop template that you do not alter the embedded colour profile, do not assign a colour profile or change any of these settings. Leave as is, DO NOT COLOUR MANAGE.

#### SUPPLYING US WITH YOUR ARTWORK FILE

Once you have created your desired artwork from the template that you have downloaded from our website you can supply the file to us by email or by burning a CD and posting it to us at the postal address on our website.

The file MUST NOT be compressed in any way shape or form when saving it out of your chosen application and must retain the extension that you opened the file with.

If supplying via Email we will accept zipped files in either .ZIP, .SIT or .SITX format, using the best compression format of your chosen zip program.

Emailed file sizes must be no larger than 8MB in size (zipped). If your file size is larger than this then you must supply us with a CD instead.