

Artwork creation form

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Job details

Client/company: _____

Address: _____

Contact: _____

Telephone: _____

Your reference number: _____

Email: _____

Requirements

Logo & images

- supplied in a digital format
- no smaller than 25mm² @ 300dpi
- CMYK

Preferred artwork file formats

- Illustrator (.ai, .eps)
- Photoshop (.psd, .eps, .tif, .jpg)
- InDesign
- PDF (high resolution)

Copy/text

- supplied as hard copy, or in a digital format (Microsoft Word file can be used for supplying copy, but do not supply logos in this format)

Other special requirements (eg fonts): _____

Colours

Printing is 4-colour process only. Spot colours will be matched as close as possible using CMYK.

Spot colour reference PMS: _____ PMS: _____ PMS: _____ Cyan Magenta Yellow Black

Check list

- All logos, copy/text & images have been supplied
- All logos & images are CMYK & 300dpi
- All special instructions/requirements have been included

Send via

CD DVD ZIP E-mail: (Sent from) _____

Special instructions
