

## Supplied artwork form

### Job details

<b>Client/company:</b>	<b>Address:</b>
<b>Contact:</b>	
Telephone:	<b>Your reference number:</b>
Email:	

### File details

**Platform**     Mac     PC

**Software used:** \_\_\_\_\_ **Version number:** \_\_\_\_\_  
*(Illustrator, Photoshop, InDesign & QuarkXpress only. Files can be supplied as a Press Ready PDF)*

**File format**     .ai     .eps     .tif     .indd     .qxd

**File name 1:** \_\_\_\_\_ **File name 2:** \_\_\_\_\_

<b>Fonts used</b>		<b>Images linked to file</b>	
Family:	Face:	<i>(Raster files with spot channels must be supplied as a .psd file with layers)</i>	
Family:	Face:	Name:	File format:
Family:	Face:	Name:	File format:
Family:	Face:	Name:	File format:
Family:	Face:	Name:	File format:

### Colours

Artwork to be set-up in 4-colour process only. Please use correct CMYK breakdowns when converting spot colours to process.

### Check list

- |  |  |
|--|--|
| <input type="radio"/> All linked images included                           | <input type="radio"/> Minimum 3mm bleed outside trim marks |
| <input type="radio"/> Linked images are 300dpi, & no larger than 100% size | <input type="radio"/> 2mm internal bleed/type area         |
| <input type="radio"/> All fonts (printer & screen) included                | <input type="radio"/> All artwork is CMYK                  |
| <input type="radio"/> Colour print of final art or B&W separations         | <input type="radio"/> Minimum line thickness: 0.25pt       |
| <input type="radio"/> Dieline as part of file; do not alter the dieline    | <input type="radio"/> Type no smaller than 4pt             |
| <input type="radio"/> Artwork is at 100% size                              | <input type="radio"/> Trapping of artwork is not required  |

### Send via

CD     DVD     ZIP     E-mail: (Sent from) \_\_\_\_\_  
*(Files must be compressed in an 'Archive' file (.sit, .zip, .img) Do not use self-extracting archives)*

### Special instructions

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