

SPECIFICATIONS FOR RECEIVING ARTWORK

We can accept complete artwork by various mediums with preferably a printed colour proof. These are our preferred methods of receiving artwork.



Software

We have the following software:

Quark Express 2016 • Indesign Creative Cloud
Illustrator Creative Cloud • Photoshop Creative Cloud

We can also accept Press Ready PDF's with all fonts embedded/outlined and all graphics properly converted to CMYK (300dpi) PLEASE MAKE SURE THERE IS 3MM BLEED ADDED (5mm for large format work) AND CROP MARKS

Please note: artwork designed in any Microsoft package including Word and Publisher cannot be accepted without an extra cost being incurred for conversion. Any graphics used in artwork created in Word and Publisher need to be supplied in their original format (i.e. jpg etc)



Bleed

We work with 3mm bleed for all jobs as follows:

A2 – 594 x 420 with 3mm bleed 597 x 426
A3 – 420 x 297 with 3mm bleed 426 x 303
A4 – 297 x 210 with 3mm bleed 303 x 216
A5 – 210 x 148.5/148 with 3mm bleed 216 x 154.5/154
A6 – 148.5 x 105 with 3mm bleed 154.5 x 111
DL Leaflets – 295 x 210 with 3mm bleed 301 x 216
(Panels to be 99mm, 99mm, 97mm [folded inside panel] to allow the inside flap to fold without creasing) 3mm of bleed must also be added to any images that are to be printed to the edge of the page



Colour

If using Pantones please supply Pantone Number or CMYK equivalent for 4 colour process jobs.



Graphics/Logos

Should be composite single files supplied at 300dpi for good printing quality, we can not take responsibility for the printing quality of images supplied at lower resolutions. We prefer that graphics are compressed and strongly recommend either EPS (with Binary Encoding **only** when being saved in Photoshop), TIFF, or JPEG from Photoshop/Illustrator. All images taken with a digital camera need to be shot with the highest quality/size setting possible.

Images supplied from website will only be 72dpi and therefore are not of suitable quality to print from. We would strongly recommend that these not be used and can not take responsibility for the printing quality.



Fonts (Typefaces)

To ensure accurate output of files the client will need to send the Postscript fonts used. Please note True Type fonts should not be used as they give inconsistent results on Postscript. PC users please note: Please supply all the fonts used but for compatibility please try and use fonts that are common to Mac and PC otherwise we can not guarantee that we will be able to use them.



Hard Copy/PDF

We need this with all last minute changes included. We can accept a printed out hard copy or a PDF to check against. We cannot accept responsibility for problems with artwork if a proof has not been sent to us by the client. We will print the proof the client has approved. Therefore, it is in the client's interest to send us a proof of the artwork and to check the proof we send back very carefully.



Text

Should be supplied in a clear format. Our preferred method is as a Word Document/Text only file. This will then be copied and pasted into the client's file reducing any chance of errors. Otherwise a clear written version, however if supplied in this way, we will not accept any responsibility for any mistakes once the document has been proofed and signed off by the client.



Photos

If a good quality graphic is not available the client should supply the original photograph to be scanned. This should be supplied in a clean, unfolded and unstapled format to our address. We would highly recommend if photo's are taken on a digital camera that the highest setting on the camera is used for photo size, otherwise we can not guarantee that we will be able to use it at the size requested.



Proofs

We will email over a proof for the client to check for each job supplied. If supplied as PDF we still require emailed confirmation to proceed with printing and prefer any amendments to be in writing, either on the fax or by email. Please feel free to call and speak to the artwork department if you have any queries. Colour printed proofs on request and only if included in the client's quote.



File Transfer

Email - We have broadband and can accept files of emailable size to be sent to the following email address: **mandy@tbpc.co.uk**
FTP Transfer - For files too large to email please use an internet FTP site we would recommend **www.wetransfer.com** as this site sends you an email once we have downloaded artwork



CHECKLIST FOR CLIENTS

- Pictures/graphics used are included
- All postscript fonts (screen and printer) used
- Hard copy sent to us
- Estimate No on all paperwork and Disc/CD/Emails

THE BUSINESS PRINTING COMPANY

16 Little End Rd • Eaton Socon • St Neots • Cambs • PE19 8JH • Tel: 01480 861911 • mandy@tbpc.co.uk

LARGE FORMAT SPECIFICATIONS

Whilst we provide a large range of different products which all have their own specifications, please find below some specs for our most popular products.

Please supply all, as either working files with all graphics/fonts, or as press ready PDF's with 3-5mm bleed and crop marks **WITH ALL FONTS OUTLINED**.

Files can be supplied at 25 or 50% size if the artwork is too large to create at full size, please make sure this is made clear on either the artwork or the order.

If you are supplying graphics and text for us to set the artwork. Please note images **CAN NOT** be used from websites, we need high resolution images as they are to be used at such a large size. If images are being bought by yourself from photo stock libraries please make sure the large versions of the images bought.

If in doubt please contact us before purchasing them so we can check the quality.

PLEASE NOTE good quality images can be reduced in size without quality degeneration but can only be increased to about 150-200% before quality degeneration occurs (image quality dependent).



Posters

Please supply with 3-5mm bleed & crop marks. If artwork is not to size please state what size it needs to be run at. Please note we can only increase/decrease in proportion.



PVC Banners (eyeletted)

Please supply banners with 3-5mm bleed & crop marks. If artwork is not to size please state what size it needs to be run at. Please note we can only increase/decrease in proportion. Please be aware at full size we need 35mm for eyelets so we would suggest you make any margins 35-40mm.



Roller Banners 800/1000mm x 2000mm

Artwork needs to be set at **2210** x 800/1000mm, the extra **210**mm goes into the cassette so is hidden. The white line on the following pages shows where the banner goes into the cassette, as this can vary slightly we suggest that you make sure there is plenty of bleed under the white line (we would suggest making the bleed go all the way to the bottom of the file). We would also suggest not having anything too close to the white line to give some leeway. The white line is just for your guideline and should not be put on the artwork.

Please make sure there is at least 3-5mm bleed all around and try to make sure all images are at least 300dpi. (Also if these being done in Indesign ideally please PDF with the colour bar option switched OFF as these are NOT needed) If these are being done in Quark then they will need to be done at 50% so 400 x 1105mm then we can increase them in size in proportion.



Vinyl/Cling Stickers

Please supply with 3-5mm bleed & crop marks. Please supply one up. If artwork is not to size please state what size it needs to be. Please note we can only increase/decrease in proportion.



Graphics for Exhibition Stands

Regardless of material we need all graphics supplied with 3-5mm bleed & crop marks. If a graphic is going over more than one panel each panel must be supplied separately with 3-5mm all around. Please check the finished size of all artwork as panel size and graphic size is not always the same if the graphic is fitting into the panel.

Please note all information above is a guide only. Each piece of artwork is checked to make sure we produce the best job based on the artwork supplied. We can not guarantee the quality of images unless they are supplied at the correct size/resolution for the size of the artwork.

800 x 2000mm Banner (Indesign Version)

Total Graphic Area: 800 (w) x 2210 (h) mm
Including 210mm at bottom
(non-visible image area in roll
mechanism)

Total Visual Area: 800 (w) x 2000 (h) mm

Artwork Guidelines

- Files to be CMYK
- Do not supply RGB images
- Do not embed images, supply them (for EPS files)
- Resolution must be 300 dpi at 100% output size
- Images ideally not used at more than 150%
- All fonts must be converted to outlines
- Please supply artwork as PDF or Illustrator EPS files
- 3-5mm of Bleed and crop marks needed

This template...

- Is supplied at 100% of finished size
- Overall template size: 800 (w) x 2210 (h) mm

text area (between two white dotted lines)

Area in frame at bottom if any images or background
bleed off please include in this area as the white line
is only a guide as to where it disappears in to frame

800 x 2000mm Banner (Quark Version)

Total Graphic Area: 800 (w) x 2210 (h) mm
Including 210mm at bottom
(non-visible image area in roll mechanism)

Total Visual Area: 800 (w) x 2000 (h) mm

Artwork Guidelines

- Files to be CMYK
- Do not supply RGB images
- Do not embed images, supply them (for EPS files)
- Resolution must be 300 dpi at 50% output size
- Images ideally not used at more than 150%
- All fonts must be converted to outlines
- Please supply artwork as PDF or Illustrator EPS files
- 3-5mm of Bleed and crop marks needed

This template...

- Is supplied at 50% of finished size
- Overall template size: 400 (w) x 1105 (h) mm

text area (between two white dotted lines)

Area in frame at bottom if any images or background bleed off
please include in this area as the white line is only a guide as
to where it disappears in to frame