



## **Ordering Information**

Artwork: We can accept artwork in the following formats: Illustrator 10, Photoshop, PDF, EPS, JPEG and TIFF. Please remember, the better the artwork, the better quality printing you will receive. If you need any assistance, then please contact us for help and

Here's some information you may find useful when

ordering. We specialise in short-run, on-demand

turnaround times 2-3 Days with Free Overnight

085 1510 for more information.

services for both Data and Audio formats. Typical

Delivery to UK mainland. We also offer a 24 to 48 hour rush service at no extra cost. Please contact us on 0800

below. Once we receive your artwork, we will provide you with a proof by email for your approval. If your requirement is simply a logo and some basic text, you may find it useful for us to generated the artwork for a flat fee of £10. Simply email the logo and

Once your artwork is complete, you can either email it.

or send it along with your master to our address

text you require and we'll prepare a proof for your approval. We also offer a creative design service for a small additional charge.

## Data and Masters:

advice.

If the files you wish to duplicate total 10mb or less, we can accept them by email. If possible, it is better to ZIP all files prior to sending. W also have a dedicated FTP site which you can upload up to 100mb's. Please contact us for the FTP login details.

Alternatively, you can simply send your CD master in the post or by courier to the address below. We recommend the royal mail special delivery service

noon. Please remember to include a copy of your contact details and order requirements along with our quotation if possible.

which usually arrives the following morning before

## Payment:

You can either send us a cheque for the full amount with your order, or we can contact you as soon as we receive your order and take credit / debit card details over the telephone. Please do not send credit card

information through the post. Customers with credit facilities, including Schools, Universities, Local Government and Corporates can

simply fax or email an official purchase order. We also accept major credit cards including Visa, Mastercard

## Delivery:

and American Express.

We use Initial City-Link couriers to deliver all orders to UK mainland. In most cases, they deliver on a next day basis by 5.30pm. For an additional charge, we can

arrange delivery by Noon, by 10.30am and by 8am. We also offer a 2-3 day international delivery service to all European destinations and we can deliver to

multiple destinations for an additional charge.

Address: Kings (Office Solutions) Ltd Station House

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