
File Supply Guide

PROMOTION

1.000 Business card

\$69
+gst

BLACK AND WHITE
Single sided on 300gsm

FREE 30 mins design
FREE courier delivery
Same day pick up available

\$79
+gst

FULL COLOUR
Single sided on 300gsm

FREE 30 mins design
FREE courier delivery
Same day pick up available

\$89
+gst

BLACK AND WHITE
Double sided on 300gsm

FREE 30 mins design
FREE courier delivery
Same day pick up available

\$99
+gst

FULL COLOUR
Double sided on 300gsm

FREE 30 mins design
FREE courier delivery
Same day pick up available

Setting your page size

BUSINESS CARD set up correctly

Your page will be cut down to the Finished / Trim Size (eg: 54 x 90mm)

Set your page/s up with a 2mm Bleed. Extend any objects which bleed, to the edge of your bleed, this allows for any small variations in cutting



4mm clearance from trim size and folds for all important elements

It's best not to put any important objects, such as text or logos, closer than 4mm from the trim edge, or from any fold or crease



OUTCOME

COLOURS
MAY NOT
PRINT AS
EXPECTED

ABOUT COLOUR CONVERTING TO CMYK

Your computer, scanner, digital camera and monitor create images using combinations of just three colours: Red, Green and Blue (RGB).

Printing presses use four different colours to print these images: Cyan(light blue), Magenta(pinky red), Yellow and Black (or CMYK - also known as Process Colour).

At some stage of production, RGB images and colours must be converted to CMYK.

What can cause problems?

Today's graphics applications are incredibly sophisticated. Some things can look great on screen, but not when printed. We've prepared a list of items that we know can cause problems.

RGB IMAGES

These may print in black and white, or with washed out colours. Always convert to CMYK.

BORDERS

Avoid using borders especially on small items such as business cards, since even a half millimetre movement when guillotined could make your border look uneven and unprofessional.

LOW RESOLUTION

A low resolution photo cannot be effectively blown up without creating quality problems in the printing process. We recommend that you provide images for minimum of 150dpi, but not higher than 300dpi.

SMALL TEXT

We'd recommend that you keep your text to a minimum of 7pt for small items such as business cards, and 14pt for large items such as posters.

FONTS

Outline all the fonts you have used or flatten them, so it won't change in any other computers. Otherwise include all the fonts you have used.

MARGIN

You should position images and text at least 4mm from the edge of the Business Card and 10mm for the Poster.

CLIPPING MASK

Avoid using the clipping mask because it will shift our printing template during the process.

FILE SUPPLY CHECKLIST

- Product page size is correct
- Page includes correct bleed
- All important elements are at least 4mm (10mm for booklets & Large Format Posters) from the page edge
- No pronounced borders are used
- All colours and images are converted to CMYK
- Photos are scanned at 300dpi at 100%
- Images are at least 150dpi (No bigger than 300dpi)
- All linked/placed files are supplied
- All fonts are outlined or flattened (Otherwise all supplied)
- All text above 7pt (Business Card Format) / 12pt (Large Poster Format)
- No clipping masks are used

WE WILL MAKE IT WORK

If someone else has created the file, or you're just stuck, give us everything you've got, we'll do our best to make it work. We may have to make a few compromises along the way, which we'll tell you about, so it's really best if you get us involved from the outset.

CONTACT US

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