



Guidelines for the design and supply of artwork

Software:

Although we prefer to work in Adobe Illustrator, we can work from files created in Quark Xpress, Photoshop, InDesign or Freehand.

Receiving Files:

We are able to accept files on the following media, Zip disks, CD's or DVD's. Files can be sent via e-mail or via FTP. See the contacts page of our website for details. Please do not send us the only copy of your artwork as magnetic disks can be accidentally damaged in the post or files corrupted in transfer. If possible please send a hard copy of the artwork with the disk.

Pictures & Fonts:

One of the most common problems we encounter is the omission of pictures or fonts used in the creation of a document. It is legal for you to send us the fonts used in the creation of your artwork provided you remove them from your system and as long as we do not carry out any corrections using these fonts on our system. Most programs will allow you to outline the type so we will not need the font.

Bleed:

Artwork should include 1.5mm of bleed around all edges.

Proofs:

Customers are provided with Colour Inkjet proofs at no cost. We can also provide other types of proof at cost.

Return of Artwork/Disks:

Disks or artwork that have been clearly marked with the customers name and address will be returned. We are unable to accept responsibility for lost or damaged disks or artwork.

We are unable to accept artwork in any of the following formats: jpeg, dwg, dxf, bmp, cgm, emf, pct, pcx, svg, tga, wmf.

If you would like any further information on the creation of artwork please do not hesitate to call our Art Department direct on: +44 (0) 1628 593321

