

Our Stationery is printed on 120g bond. Bleed and trim sizes follow this page. Litho printed stationery (1000+ runs) need to be with us by **Noon Tuesdays** for delivery on the Friday. Please ask us about digitally printed stationery.

### **PDF Requirements:**

- 1 PDF File must be DOCUMENT Size PLUS 3mm Bleed**
- 2 PDF trim box included**
- 3 All images 300 dpi for best results**
- 4 FONTS Embedded**
- 5 All spot colours and images converted to CMYK**
- 6 Flatten transparencies where necessary**
- 7 Document orientation to be right reading**
- 8 Multi page document must be in order (cover included)**
- 9 No printer spreads for books**
- 10 Black text 100% - Rich Black - Large areas (100% black 20% cyan)**
- 11 One job should represent one PDF**
- 12 The file names should represent the job name**

#### **A4 Letterhead**

TRIM

210mm x 297mm

BLEED

216mm x 303mm

#### **Compliments**

TRIM

210mm x 99mm

BLEED

216mm x 105mm

#### **TOP TIP**

If you are unsure, send us a test PDF file and we will report back to you and offer advice if necessary



#### **TOP TIP**

Contact us with any questions on the above requirements. That question could save you time and money.





