

The most common NCR Books follow on this PDF file. A6, DL, A5 and A4. Other options are available - please ask!

The most important points to remember when designing NCR books are;

PDF Requirements:

- 1 10mm space left around document (see attached examples)
- 2 Perforated/bound side needs a space of 20mm
- 3 All lines to be no less than 1point (0.353 mm)
- 4 Your PDF File must be the correct DOCUMENT Size.
- 5 All images 300 dpi
- 6 All FONTS Embedded
- 7 Document orientation to be right reading
- 8 Multi page document must be in order (cover included)
- 9 One job should represent one PDF
- 10 The file names should represent the job name

Remember to tell us;

***Size of Book**

***Duplicate or Triplicate**

(duplicate books have 100 per book / Triplicate books have 50 per book)

***Perforate/Bound on Left or Top?**

***Sequential Numbers?**

What number should we start from and where should we stamp the number?

***Ink Colour. This is usually black if you do not tell us otherwise.**

Extra charge for a different colour - please ask us.

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.



Receipt

Received from: _____

Date: / /

The Sum of

Cash Visa

Signed: *(Customer)* _____

Signed: _____

To: _____ Date: _____

	Invoice/Credit

DESCRIPTION	UNIT PRICE	AMOUNT

Additional Information 	Sub Total:	
	VAT @ ____%	
	Total:	

Signature:

