

how to give us your files (and save money!)

design your own...

If you've designed your own business card, brochure, letterhead, magnet, badge etc, we are happy to waive any set up or design fees.

However... to make it as easy and cost effective as possible for you, we need to have a file that we can print with confidence. We want you to be happy with the finished product, and if you follow these simple instructions we think that you will be!

It is important to be aware that many types of files will appear different on our equipment than they will on yours - because of this, we will show you a proof to make sure that you are happy with the layout and positioning before we go ahead with your job.

All text, spelling, and grammar are your responsibility so make sure that you check carefully!

If your file requires tidying up, there will probably be a small charge. If you want us to do all of the work, we're happy to do that for you as well!

Our graphic design charge is \$75.00 + gst per hour.

remember these hints...

Try not to use RGB images or colours - convert to CMYK for best results

Keep all text and other important objects at least 3 mm away from the edge

Always supply your document the size that you want it printed - ie A4, A5 etc

Make sure that you add at least 3mm of bleed to all files and pages if necessary

If your artwork includes text, please ensure that you supply or embed all of the fonts

A high resolution PDF is the best way to supply files (for a list of supported file types, see over page)

If you aren't supplying a PDF, please ensure that all linked graphics and fonts are supplied with the file

see page 2 for diagrams...



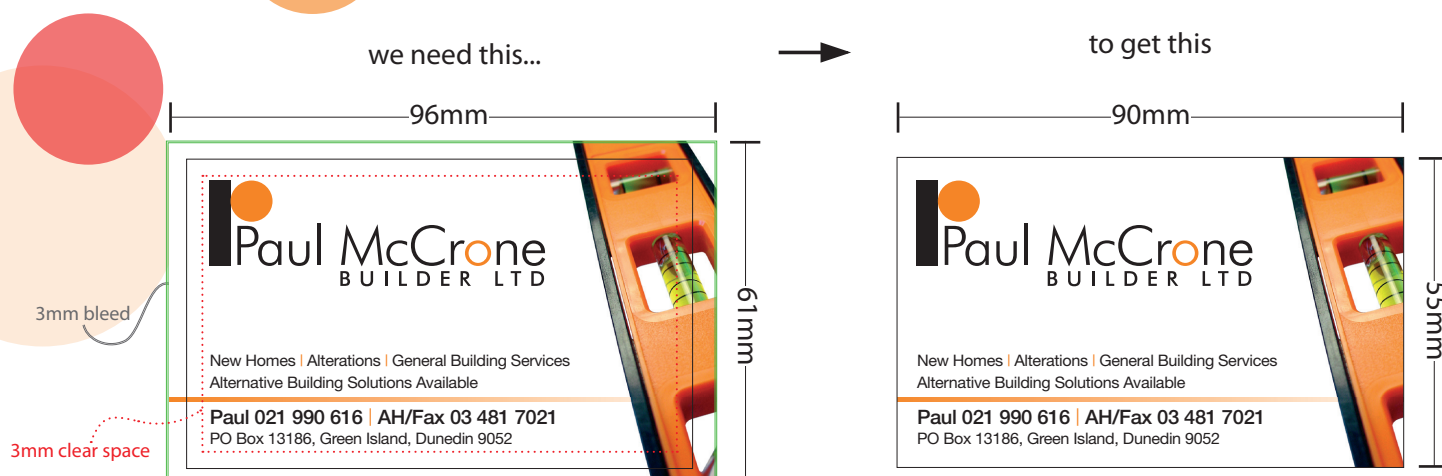

Rainbow

badges

There are two bleed areas to consider when designing a badge - try to bleed all of the colour or background right to the outside of the largest diameter (55mm), but keep all important text and images within the smallest diameter (42mm). The overall finished size of the badge is 46mm.



business cards/magnets/flyers rack cards/letterhead etc



file types

Our preferred file types for the highest quality print are:

- PDF
- EPS
- TIFF

but we can also accept:

- Adobe Illustrator/InDesign/Photoshop CS4 or earlier
- Corel Draw 12 or earlier
- JPG

