

1. Please ensure that files provided are print ready files. They should be designed using CMYK at 300dpi and provided at 100% scale.

2 All artwork must be created with no less than a 3mm bleed around all borders. In other words, any background colours or design elements must extend 3mm beyond the finished size of your documents on all 4 sides. See graphic below.

3. Please ensure a text free area of 2mm around the inside of the finished size of your document.

4. All files must be supplied in flattened PDF format.

We recommend using the PDF design templates as a starting point to be sure that the sizing requirements are met.

Sample design template for 90x55 business card.



artwork checklist

- CMYK
- 300dpi
- 3mm bleed
- 2mm text free area
- converted text to outlines
- saved as flattened PDF