

## **IMPORTANT: Please read before sending us your artwork.**

By providing us with the correct artwork we can produce consistently good results every time. We are all human and we all make mistakes - so it necessary to read this information carefully so you will arm yourself with the best information in order for us to print your job and have it back to you in the fastest time possible.

IMPORTANT - If you believe that you may have uploaded the wrong artwork by mistake, you will need to contact us immediately for us to remove that file from our system - failure to do so, can result in the wrong file being printed - Please take care, as it can easily happen and you will be charged.

## **ARTWORK REQUIREMENTS TO IMPROVE YOUR PRINTING JOB**

### **Image, Text & Trims**

All non bleed images and text should be kept at least 3mm from the trim to ensure trim tolerances are maintained.

We would recommend you to set up your artwork correctly based on our templates. If your artwork is not set up correctly (Finished size plus 3mm bleed on each edge) an additional charge for setting up is applied.

### **Folding**

We recommend that you include the scoring option on all folded jobs to minimize cracking.

### **Double sided artwork**

If your order include a double sided print, you should save it to 2 separate file and combine to a single PDF.

### **Blacks**

Solid black areas should be made up of 60% Cyan, 50% Magenta, 50% Yellow, 100% Black to give a strong deep colour.

### **Hardcopy Proofing & Digital Proofing**

Xtreem can provide hardcopy proofs or digital proofs as you request. Please select one of the options when ordering online or inform our sales staff.

If you do not require any proofing your artwork will be printed as how it is submitted to us.

## STANDARD PRODUCT SIZE CHART:

PRODUCTS	FINISHED SIZE	CORRECT ARTWORK SIZE
Business Card	90 x 55 mm	96 x 61 mm
A4 Flyer	210 x 297 mm	216 x 303 mm
A5 Flyer	148 x 210 mm	154 x 216 mm
A6 Flyer	105 x 148 mm	111 x 154 mm
A7 Flyer	74 x 105 mm	80 x 111 mm
DL Flyer	210 x 99 mm	216 x 105 mm
A3 Poster	297 x 420 mm	303 x 426 mm
A2 Poster	420 x 594 mm	426 x 600 mm
A1 Poster	594 x 841 mm	600 x 847 mm
A0 Poster	841 x 1189 mm	847 x 1195 mm
4PP DL Double Sided	210 x 198 mm	216 x 204 mm
4PP A4 Double Sided	420 x 297 mm	426 x 303 mm
6PP DL Double Sided	297 x 210 mm	303 x 216 mm
8PP DL Double Sided	396 x 210 mm	404 x 216 mm

**Please ensure that your artwork has 3 mm bleed extra where any background colour / images extends past the trim edge.**

**We would recommend you to set up your artwork correctly based on our templates. If your artwork is not set up correctly (Finished size plus 3mm bleed on each edge) an additional charge for setting up is applied.**

**Thanks for your cooperation.**