

# Artwork Requirements

- Keep files as clean as possible. Delete any files that are not needed
- Make sure you include all linked or embedded files
- Clearly label and indicate files with relevant folders and file names.
- Where possible, use the latest version of the following applications:
  - Illustrator
  - Photoshop
  - InDesign
- Files created in a PC environment may create some difficulty. If files are coming from a PC please supply the original file as well as a Macintosh compatible file (eg.eps). Ensure all fonts are converted to paths/outlines and supply the fonts as well in case changes need to be made to the type.
- If your file includes colours to be printed special colours eg. Spot colours or Pantones, please make sure these are included in your artwork. When using Pantones please select them using the Pantone Library and make sure they are labelled accordingly Eg. PMS 485 **NOT** red.
- Supply files with fonts converted to paths/outlines or supply the fonts.
- If you have used Photoshop to create your artwork, please supply an unflattened Photoshop document (.psd).
- All jobs must include layout/dielines to indicate your jobs size.
- All images should be a minimum of 300dpi.
- All artwork should have 5mm bleed.

**Please supply final artwork as flat art in the following formats:**

- **.ai (Illustrator)**
- **.pdf**

**NB. When supplying multiple designs as PDFs please ensure they are SINGLE pages.**