

### **Adobe Acrobat,**

#### **PDF HIGH QUALITY PRESS READY FILE**

#### **Please ensure:**

- Fonts are embedded
- All images are 300 dpi at 100%
- All images and components of project to be converted to CMYK
- Bleeds 3 mm
- Crop Marks

#### **Other accepted files:**

- Adobe InDesign
- QuarkXPress

Please note: Work created packages such as Adobe Illustrator and PhotoShop should be placed into page layout software.

### **Colour**

Please ensure files sent utilise CMYK and / or pantone colours only.

### **Folds**

Jobs that require folding should have fold indicating marks or a sample supplied.

### **Imposition**

Graphic House would ask that all documents are supplied one up as we undertake the imposition process on your behalf, this allows us to accommodate the right size sheets for our presses.

### **Proofing**

It is imperative that you ensure your client has checked spelling, punctuation and grammar on any job at proofing stage. At cost we are able to supply a hard copy colour proof for final client approval prior to any job going to press.

It is important to note, and explain to all clients, that the colour proof will not produce exactly the same colour output as the final print, as this can be dependant on stock and finishes used, however is a close representation of the final colours.

---

