

File Specifications

Sending files

CD / DVD 14c Haultain St, Eden Terrace, Auckland. Ph: 09 358 2707 Fax: 09 358 2708
Email studio@crystalcolour.co.nz (30 MB mailbox)
FTP site www.ftp.crystalcolour.co.nz
login: ccgadm
password: *n3l50nccg*

High resolution (Press Ready) Acrobat PDF files preferred

- Trims included
- 3mm bleed
- 10mm extra added beyond trim marks to all sides
- Centred on page
- 300dpi Images
- Fonts Embedded
- CMYK/Greyscale
- Single pages (not spreads)

Open files

Open files will incur an extra \$15 charge.

Files in the following mac applications accepted:

- InDesign
- Illustrator
- Photoshop
- Freehand
- Quark Xpress

Please supply all fonts and links with open files.

PC Files

- We prefer PC files to be supplied as high resolution Acrobat PDFs as specifications listed above, if this is not possible, we can work with Microsoft Word, Microsoft Excel, Microsoft Publisher and Microsoft Powerpoint.
- As these applications are not acceptable to print standards, extra work will be required to produce a file suitable for hi-res printing. Please supply a hard copy proof with these files.

Please note

There will be an automatic charge incurred of **\$15** if extra work is needed to ensure the correct printing of files.

We will advise you of any extra costs that exceed \$15 before we proceed.

We will supply you with a PDF proof of all jobs for sign-off before we proceed.
A hard copy proof supplied if requested.