

order form

Simply print out this form, fill it out and send it to us along with your artwork for this order.

Please write clearly in BLOCK CAPITAL letters.



graphic house, radford way
billericay, essex cm12 ode

01277 63 61 64

email: sales@printflyers.co.uk

1. your contact details

contact name: _____
company name: _____
address: _____

telephone: _____
fax: _____
email: _____

2. about this order

title of job: _____
date: _____ order ref: _____ qty: _____

3. delivery

delivery address (if different from above)

4. job specification

A4 A5 A6 1/3 A4
 1 sided 2 sided
colours on 1st side: cmyk
colours on 2nd side: cmyk
type of paper: 130gsm recycled gloss
 300gsm recycled gloss [A6 only]

5. your artwork

how will you be sending your artwork to us?
 email disk
what platform was your artwork created on?
 mac pc
which application did you use to create your artwork?

supplying your artwork

We work mainly with PDF's - any other format queries, please contact us.

Files should be compressed wherever possible; Zip/Stuffit may be used to compress files.
Artwork may only be emailed if the file size is less than 5Mb as most internet providers have a limit on the file sizes you can send and receive via email.

CDs will not be returned unless specifically requested at time of order. We try to hold any supplied artwork in case of re-printing but this cannot be guaranteed.

bleeds

If your artwork needs to be printed to the very edge of the finished size document, any images, colour etc needs to "bleed" off the edge of the paper by at least 3mm. This bleed will be printed but then cut off in the final trimming process.

Files should be supplied including bleeds, if needed. Please ensure no excess artwork remains on the artboard.

A4 finished size = 210mm x 297mm	with bleed = 216mm x 303mm
A5 finished size = 210mm x 148.5mm	with bleed = 216mm x 154.5mm
A6 finished size = 148.5mm x 105mm	with bleed = 154.5mm x 111mm
1/3 A4 finished size = 210mm x 99mm	with bleed = 216mm x 105mm

images

All vector artwork should be supplied with all fonts converted to outlines.

All non-vector artwork should be supplied at a minimum of 300dpi size for size. If images have been downloaded from the Internet, normal screen resolution is just 72dpi. Therefore, if the image is 5 inches across on screen, it will print approximately 1 inch in size at 300dpi.

colour

Artwork should contain CMYK colour only, RGB files should be converted to CMYK. All colour proofs will be converted to CMYK and may affect appearance of any artwork supplied in RGB format.

fonts

All fonts used should be embedded (PDF's) or converted to outlines (EPS, Illustrator). We can accept both PC and Mac generated artwork. If fonts are supplied, please ensure that all are included.

QuarkXpress & Adobe InDesign

You should not use the text display attributes (Bold, Italic, etc) in QuarkXpress or Adobe InDesign, instead use font families with suitable choices. Using this feature may not work when the file is ripped and may generate unwanted results (please check everything is collected ready for print).

Please make sure all linked images and fonts are supplied.

proofing

We will email you a PDF file for approval. Although this will not be totally colour accurate to the final litho print. A digital proof is available on request for £20.

Before printing, all proofs need to be signed off. After final proof has been approved, no alterations can be made without a new proof being provided and approved.

copyright issues

Printflyers.co.uk cannot be held responsible for any artwork copyright infringements on artwork supplied by customers. The customer must have permission to use all images, text and logos that are supplied to Printflyers.co.uk. When signing off a job, prior to printing, the customer acknowledges that copyright responsibility is held with themselves, and not Printflyers.co.uk.

confirmation

Artwork will only be processed on receipt of written, fax or email confirmation of the full order and receipt of payment.

All orders placed subject to Printflyers.co.uk standard terms and conditions of sale.

Information shown here is subject to change without any prior notice or warning.