



1. Fonts must be converted to outlines
2. Have at least 3mm of bleed for single sided products and 5mm for double sided boards
3. Not having trim marks for rectangle artwork is preferred
4. For rectangle artwork ensuring your trimbox size is correct (see guide on next pages for setup)
5. Please include finished size and quantity at the end of your file name EG 600mm x 900mm qty 2.pdf
6. PDF Artwork only - we do not accept any other formats
7. Artwork to be provided at 100% size for all product except banners which also has the option of 10% only
8. If you want the closest match to a pantone colour, use a Pantone C spot colour and our profile will get the closest possible match, use CMYK colour only for everything else (Do not use RGB)
9. For custom cut boards please setup a stroke as a Spot colour named Thru-cut - Please ensure this is a center aligned stroke and a closed shape
10. For scores please setup a stroke as a Spot colour named Score - Please ensure this does not extend past a Thru-cut shape
11. For kiss cut stickers please setup a stroke as a Spot colour named KissCut

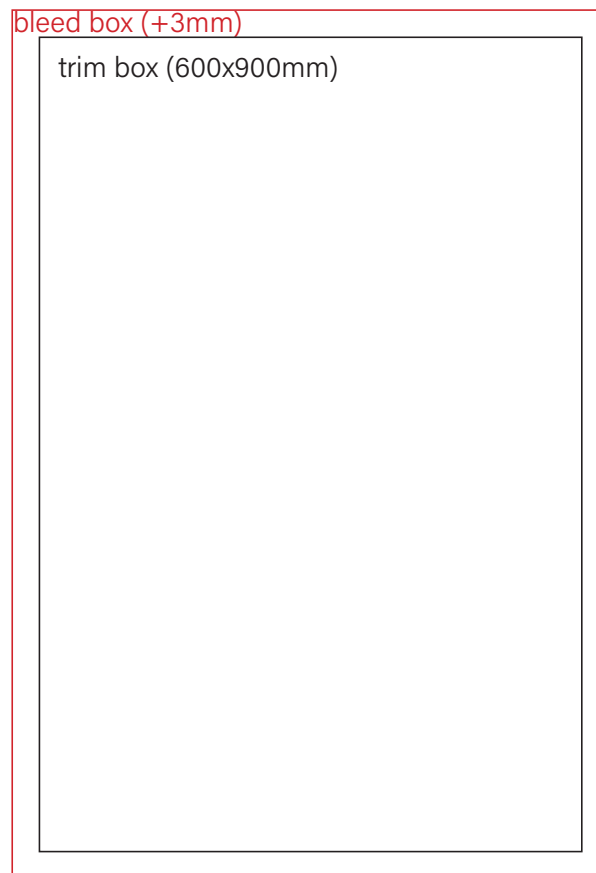
Please see more information on next pages

# GENERAL SET UP



We require all files are submitted print ready.  
For us, this means your file will:

1. Have the trim box set as the finished size
2. Have at least 3mm of bleed  
(the required amount of bleed may be different for some products)





PRESET DETAILS

Untitled-1

Width  
600 mm  
Millimeters

Height  
900 mm

Orientation  
 

Artboards  
1

Bleed

Top  
3 mm

Bottom  
3 mm

Left  
3 mm

Right  
3 mm

Advanced Options

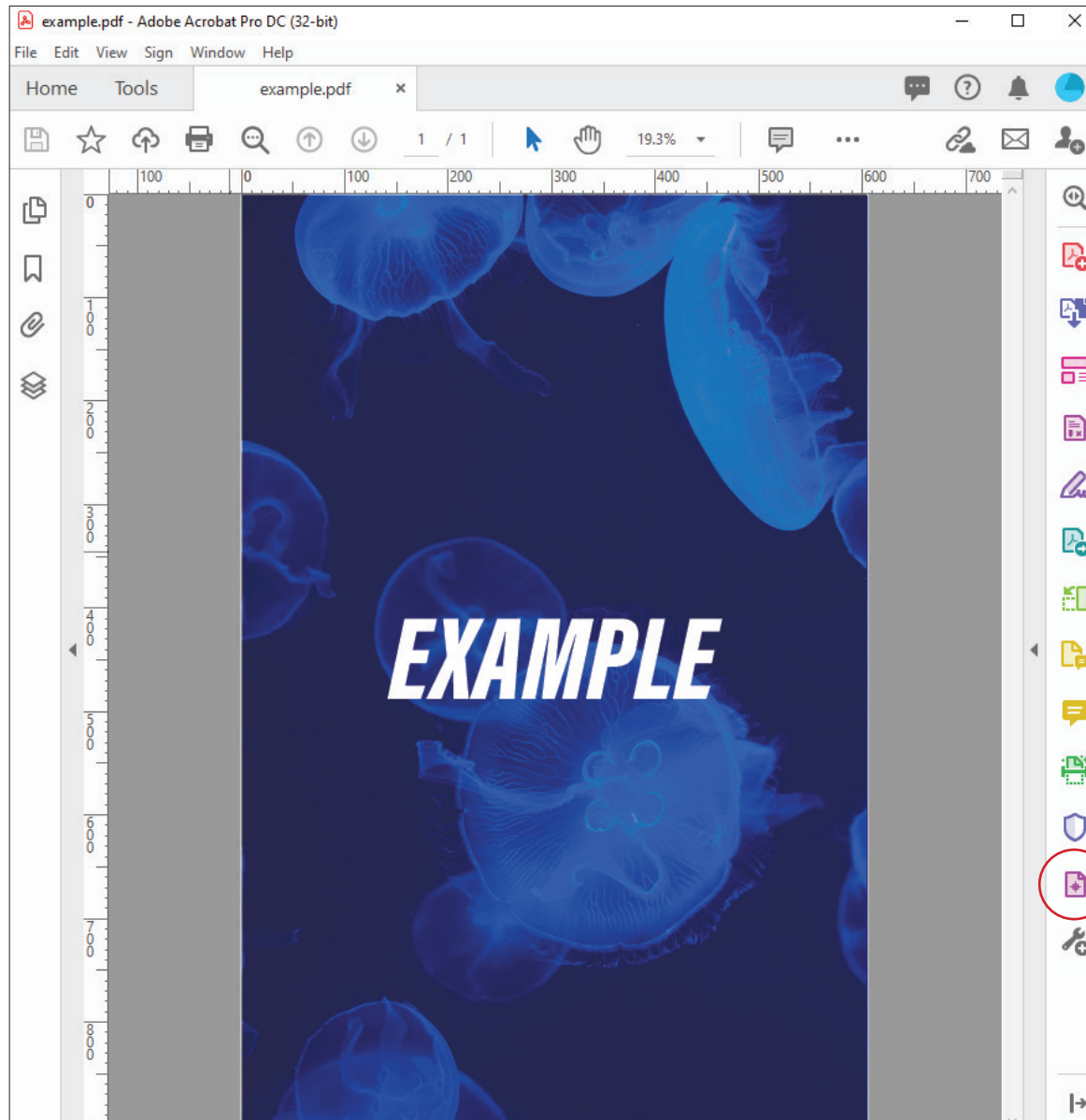
Color Mode  
CMYK Color

Raster Effects  
High (300 ppi)

Preview Mode  
Default

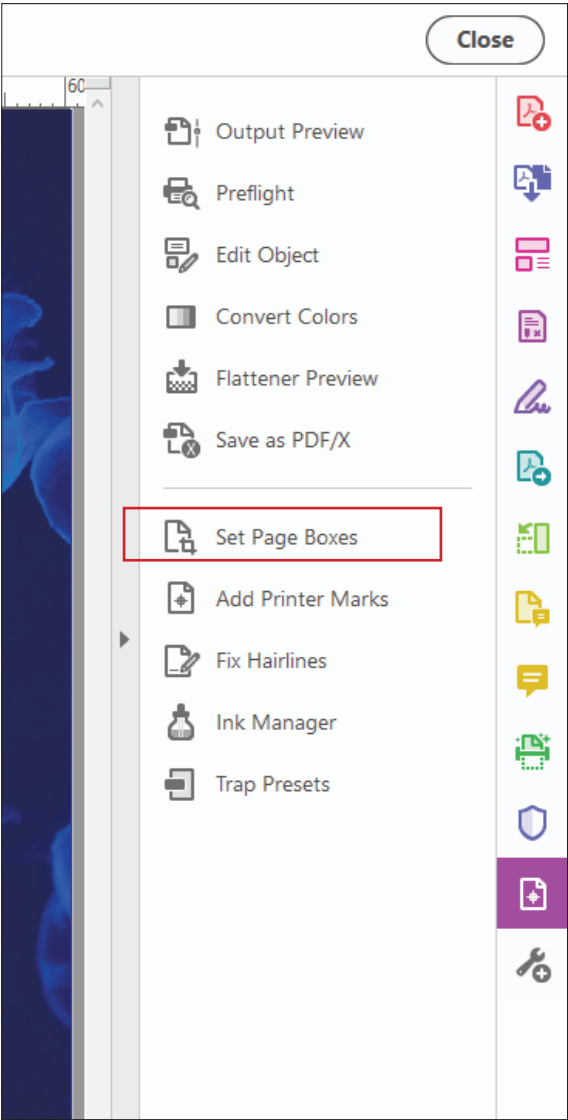
More Settings

# GENERAL SET UP

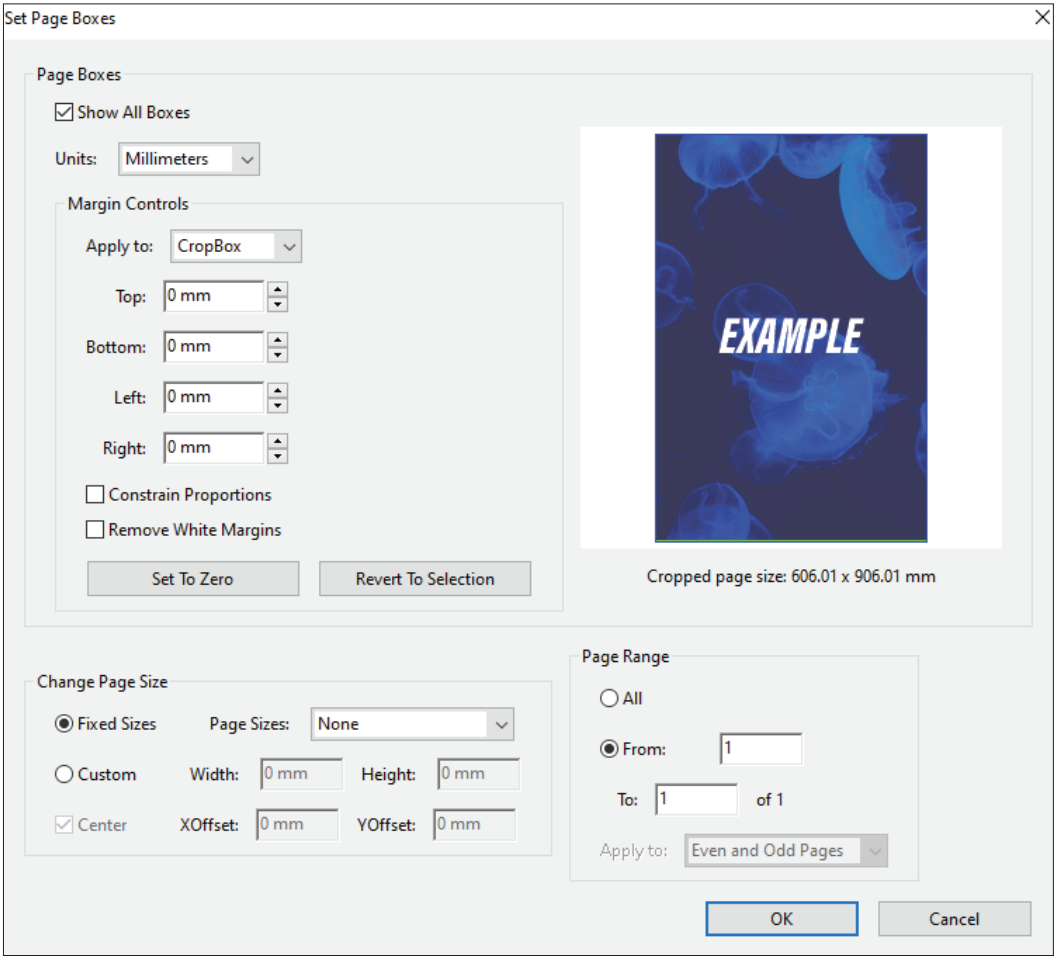


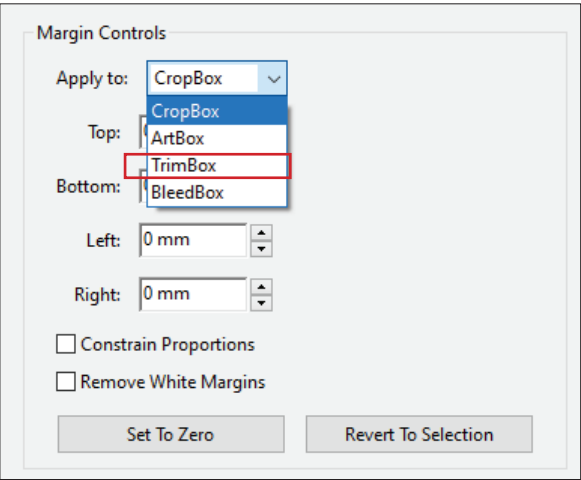
To check a document's trim and bleed box dimensions open the file in Adobe Acrobat Pro DC

Click on the Print Production Menu icon



Select "Set Page Boxes" to bring up the "Set Page Boxes" pop-up window

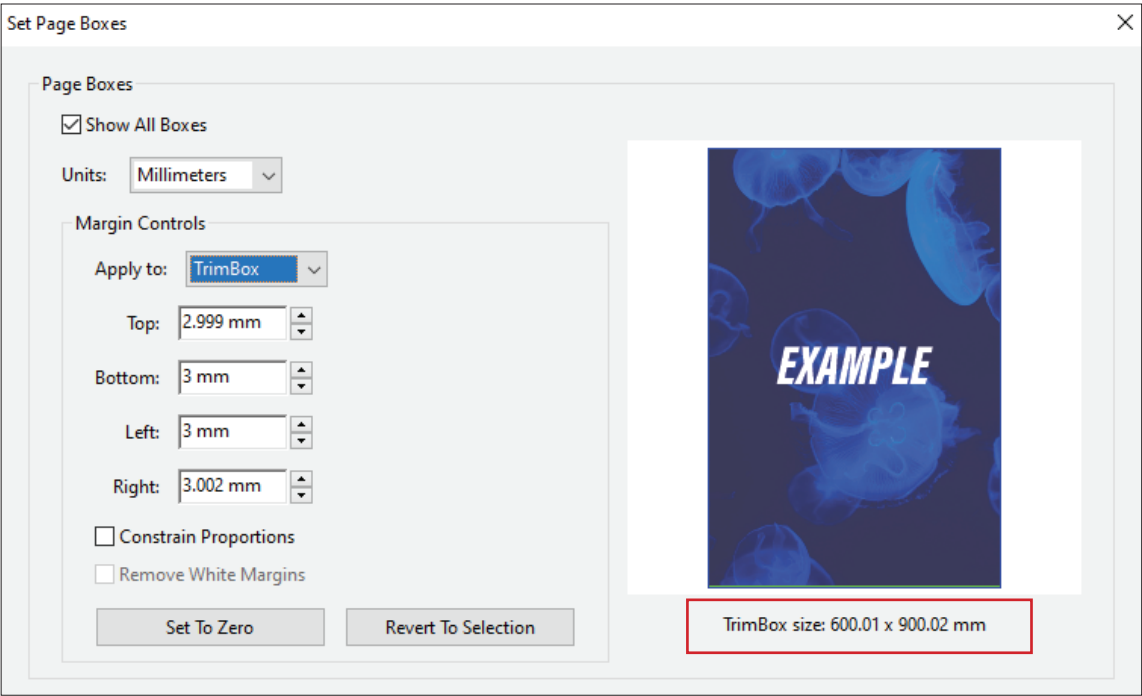




Under Margin Controls, select the drop down menu to check the TrimBox dimensions.

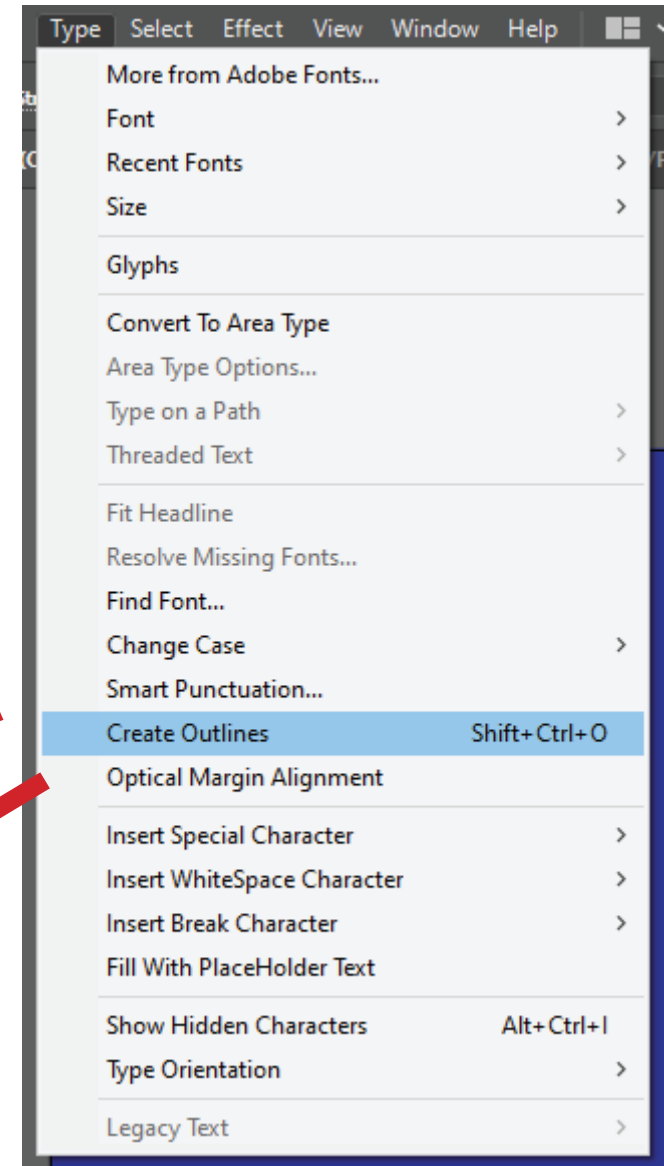
The trim box dimensions will be shown under the preview pane.

(don't stress if the dimensions shown are out by <0.1mm. This is a known glitch with Adobe Acrobat, and will not affect the output of your document when printed)





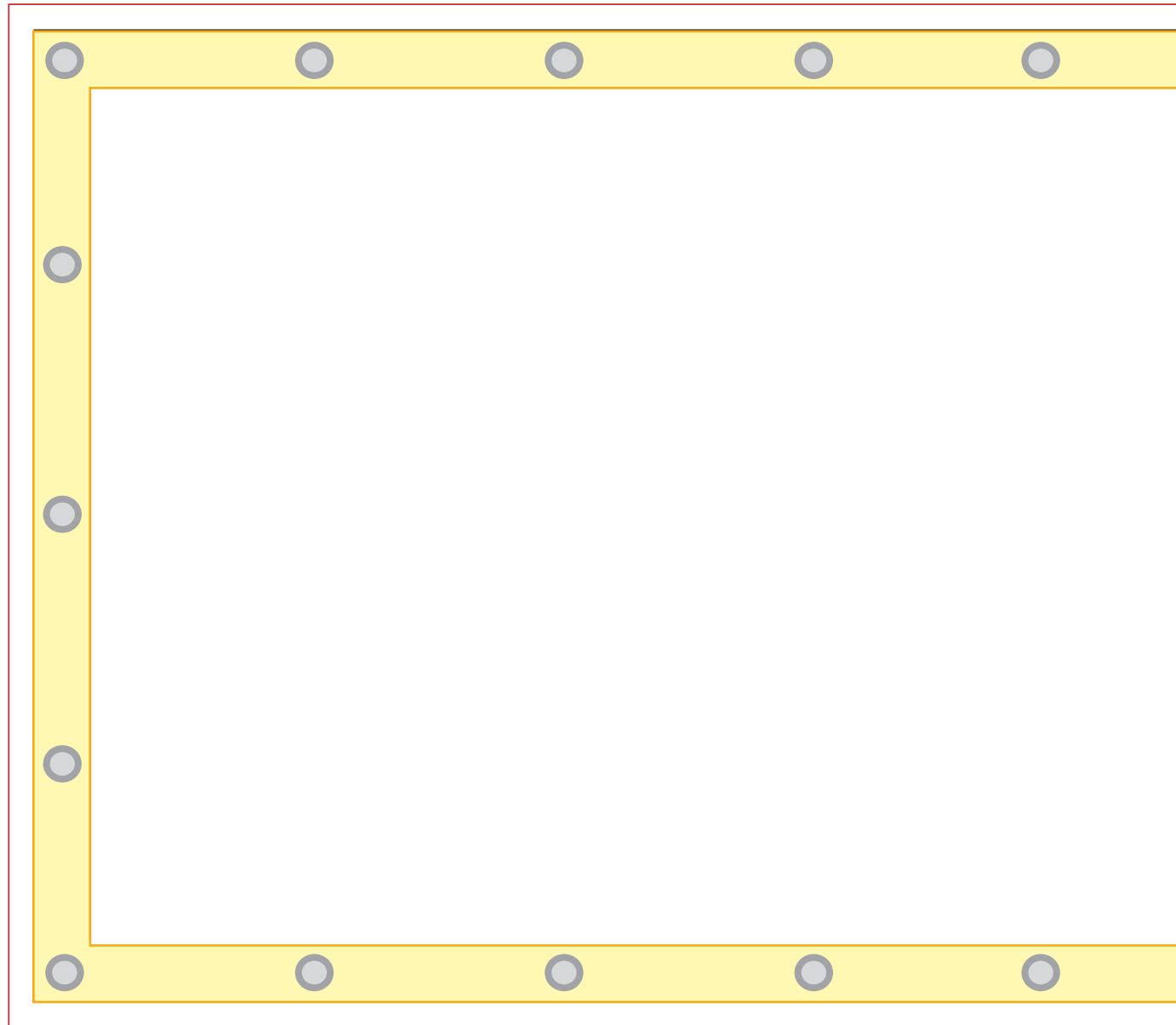
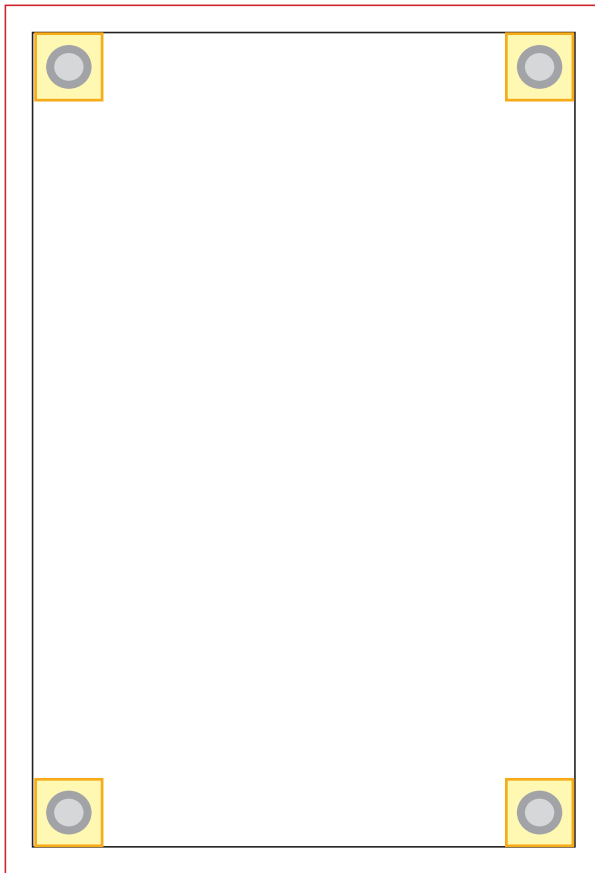
Make sure to outline any text that is in the document (occasionally fonts are not correctly embedded into the exported PDFs. This means that while the text may appear normal in previews, it will error during printing and print as a totally different font; or not print at all. To avoid this, we recommend outlining all fonts in your documents to convert them to shapes.)



# EYELET SET UP



If your artwork requires eyelets, please ensure you keep a 45mm "safe zone" in each corner of your boards and/or 45mm safety zone along the edges of your banners





If you would like your board products to be finished with holes, we will need the files supplied with a Thru-Cut spot colour indicating their position and size.

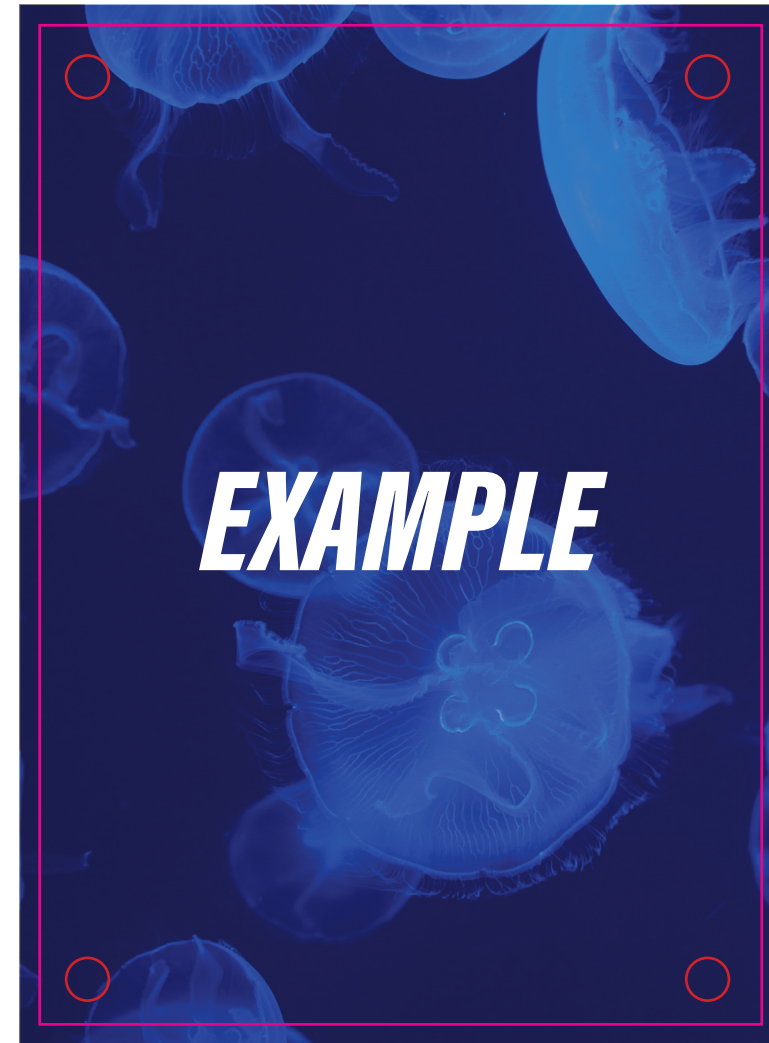
*(please see instructions for Thru-Cutting for more information on setting up a Thru-Cut spot colour)*

The holes in your document must be at least 6mm in diameter for us to cut them.

*(we do not drill holes, we cut them using a router)*

And your artwork must be closed with a Thru-cut spot colour to indicate the outer trim box.

Make sure to leave enough space from the edge to avoid tearing or damaging the stock.





**STEP 1:**

Go to file>new to create a new document

Enter size at 10% of the finished scale  
(this banner will be 1.8x50m when printed)



Enter 0.5mm bleed  
(this will scale up to 5mm of bleed at 100%)

Create your document

PRESET DETAILS

Width  
5000 mm    Millimeters

Height  
180 mm

Orientation  
 

Artboards  
1


Bleed

Top  
0.05 mm

Bottom  
0.05 mm

Left  
0.05 mm

Right  
0.05 mm



▼ Advanced Options

Color Mode  
CMYK Color

Raster Effects  
High (300 ppi)

Preview Mode  
Default

More Settings

Create Close

# MESH BANNERS at 10%



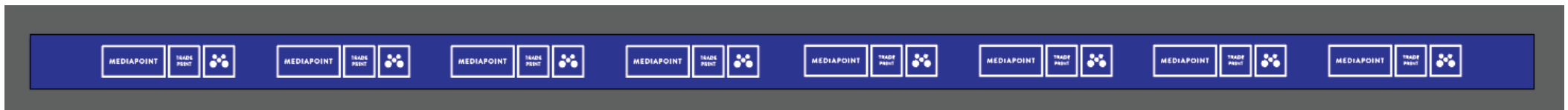
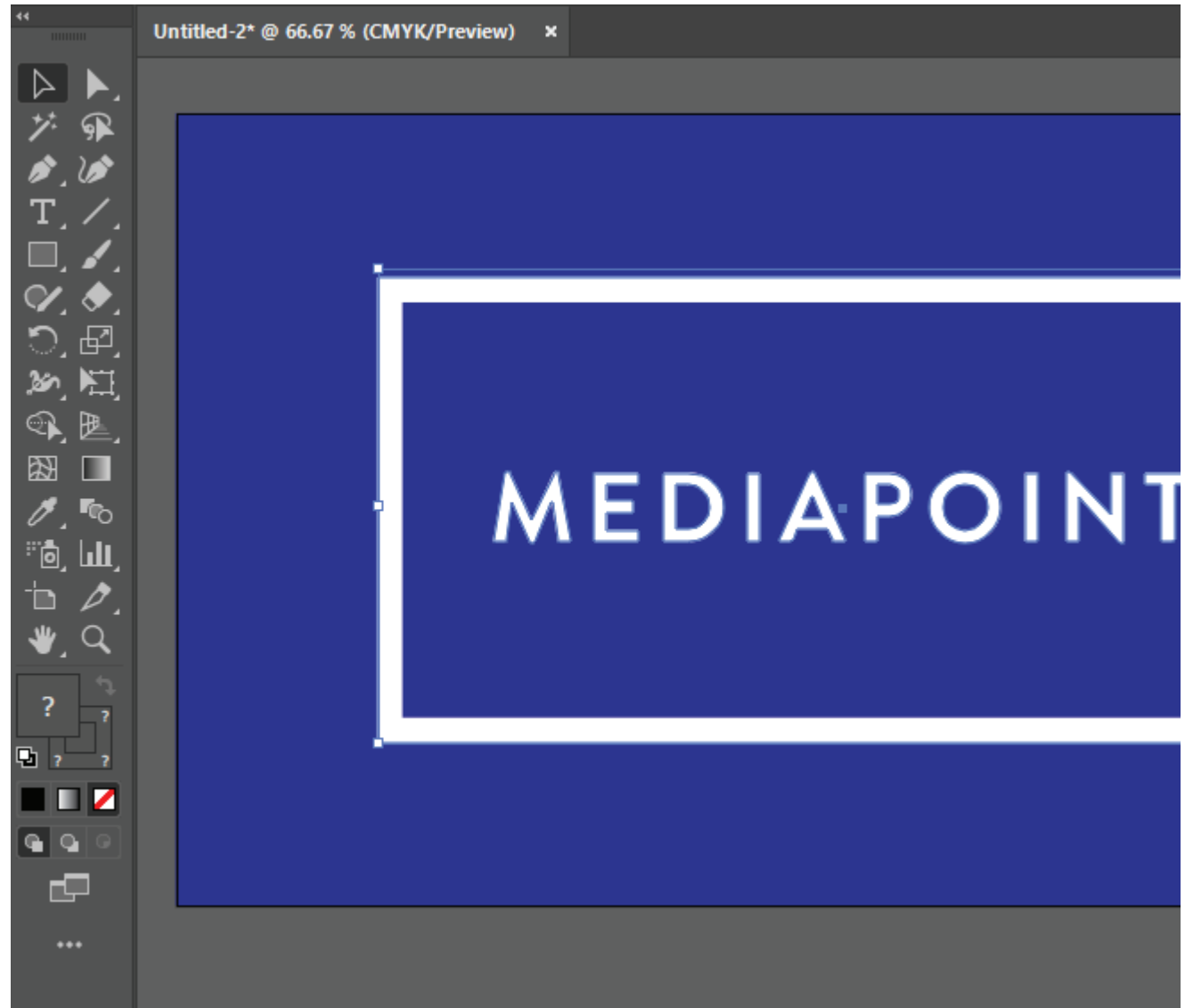
## STEP 2:

Lay out your document

(make sure to tile your design if necessary)

Try to keep a safe space of 4.5mm around each edge for eyelets

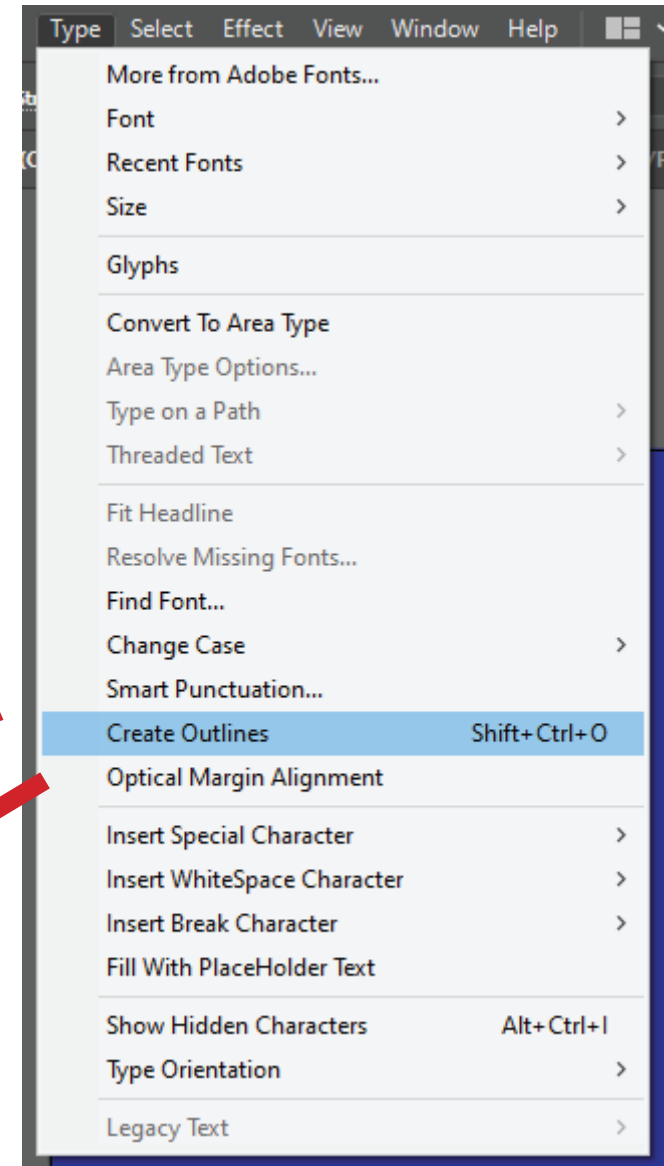
(we recommend 45mm as a safety zone around our eyelets)



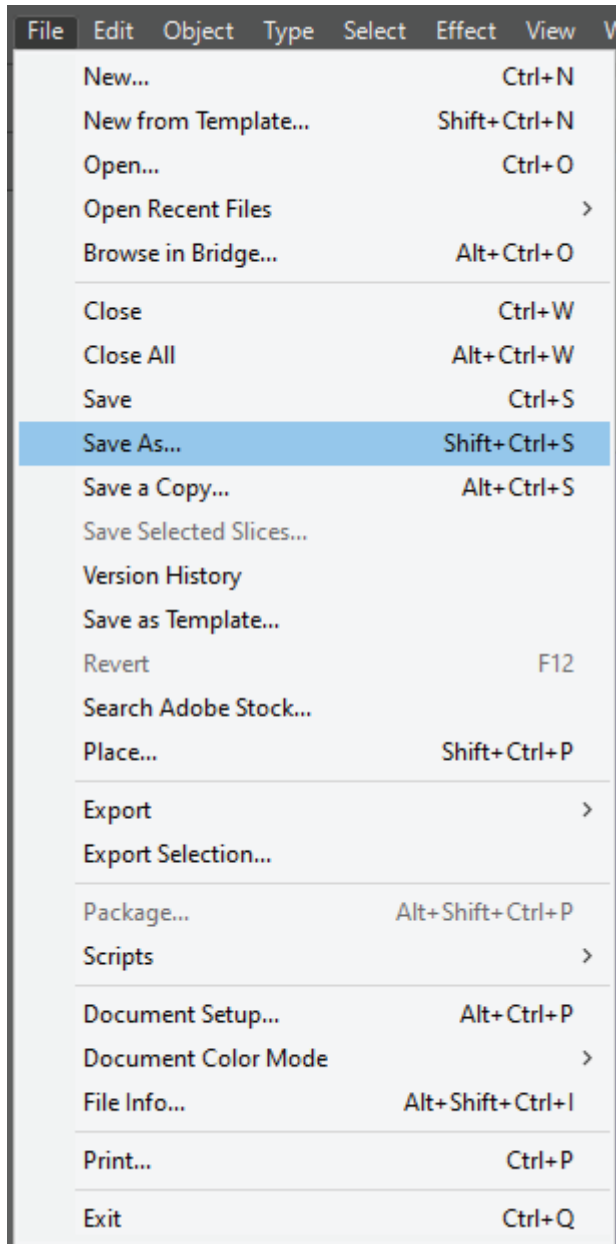


## STEP 3:

Make sure to outline any text that is in the document  
(occasionally fonts are not correctly embedded into the exported  
PDFs. This means that while the text may appear normal in previews, it  
will error during printing and print as a totally different font; or not print  
at all. To avoid this, we recommend outlining all fonts in your docu-  
ments to convert them to shapes.)



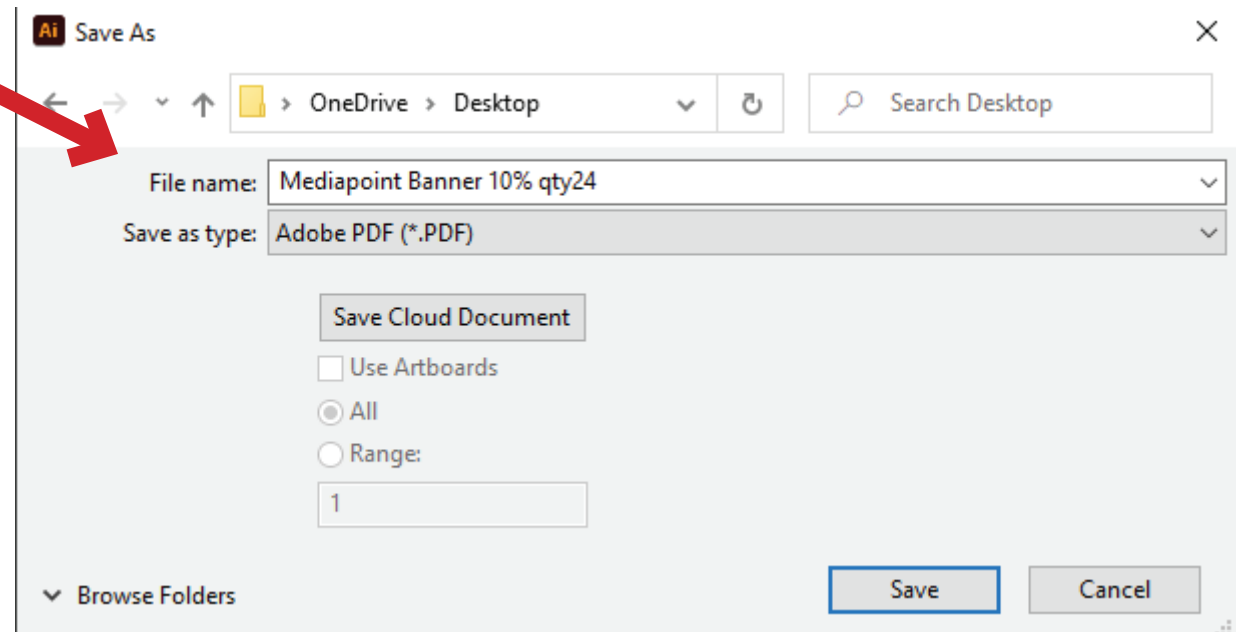
# MESH BANNERS at 10%



STEP 4:

Go to file>save as to export as a PDF

Make sure to include the quantity you require at the end of your file name.





## STEP 5:

In the Save Adobe PDF window make sure the following is selected:

- > Compatibility with Acrobat 7 (PDF 1.6)
- > Use Document Bleed is selected
- > Colour Conversion is set to "No Conversion"  
(This will ensure that Spot colours are not converted to CMYK Process colours. Please note that we can only match PMS C colours)

## Save Adobe PDF

Adobe PDF Preset: [Illustrator Default]

Standard: None

Compatibility: Acrobat 7 (PDF 1.6)

General

Compression

Marks and Bleeds

Output

Advanced

Security

Summary

Marks and Bleeds

Marks

☐ All Printer's Marks

☐ Trim Marks Printer Mark Type: Roman

☐ Registration Marks Trim Mark Weight: 0.25 pt

☐ Color Bars Offset: 2.117 mm

☐ Page Information

Bleeds

☒ Use Document Bleed Settings

Top: 0.05 mm

Bottom: 0.05 mm

Left: 0.05 mm

Right: 0.05 mm

Save PDF Cancel

Output

Color

Color Conversion: No Conversion

Destination: N/A

Profile Inclusion Policy: Don't Include Profiles