



This checklist is for:

Business Card	Folder	Letterhead
Sell Sheet	Envelope	Paper Bag

Preparing artwork can be a complex task. To avoid error, extra cost and delay, we have prepared a comprehensive checklist to assist you in preparing your artwork successfully.

Please ensure every step stated has been duly complied in your artwork.

Colour

- Only CMYK colour mode is used in your artwork
- No colour tints that contain less than 10%

Images

- All images are in CMYK colour mode
- Colour / Grayscale images resolution are set to or above 300dpi
- Scanned Line Art / Black & white images resolution are set to or above 1200dpi
- Never manipulate images in vector software*
- All background, design effects, and images has been merged and converted to a TIFF file

Text

- No fonts of less than 4pts
- Layout Program* : Curve / Create Outline / Path all fonts
- Adobe Photoshop : Set resolution at or 300dpi and Rasterize Type

Line

- No hairline less than 0.25pts

Template Guidelines

- Artwork is prepared in the correct TEMPLATES GUIDELINES
- Background design expanded to Full Bleed size
- Vital elements are within Safe Zone
- No crop marks are applied
- Removed all guidelines and text descriptions in TEMPLATES GUIDELINES

Artwork Orientation

- Artwork are in the correct orientation and position you want your artwork to be.

PDF File Format

- Artwork is saved in required file format : Adobe Acrobat Document 4 - version 1.3 (*.pdf)
- Resolution : 300 dpi
- Colour mode : CMYK colour mode

TIFF File Format (Only applicable for Business Card)

- Artwork is saved in required file format : TIFF file format (*.tiff)
- File Resolution : 300 dpi
- Colour mode : CMYK colour mode

JPEG File Format (Only applicable for Business Card)

- Artwork is saved in required file format : JPEG file format (*.jpg)
- Resolution : 600 dpi
- Colour mode : CMYK colour mode

Other

- Other than hyphen (-) and underscore(_), your filename does not include any other marks or symbols
- No overprint setting is used

*Layout Program - CorelDRAW, Adobe Illustrator

