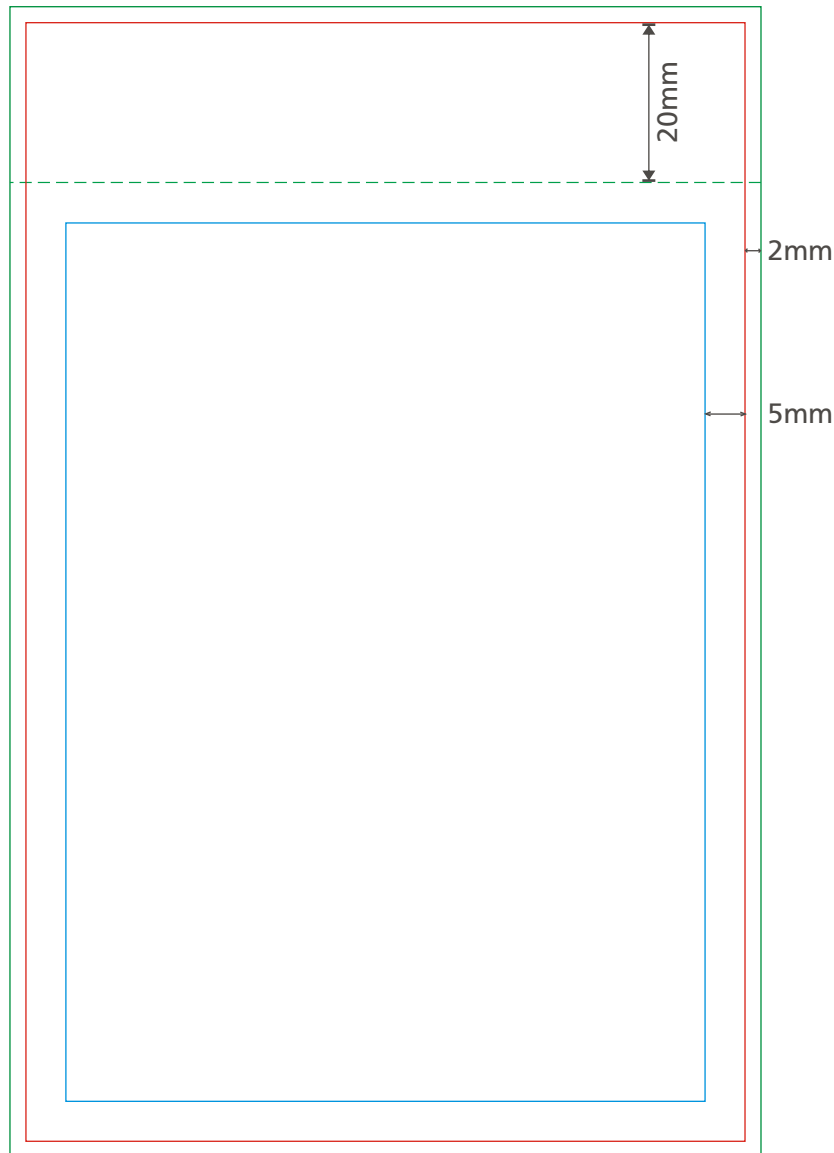




How to correctly prepare Invoice Books artwork.

- Perforation Line
- Full Bleed - Extend your background design to this edge, on all sides.
- Trim Size - Product size. Anything left beyond this line will be cut off.
- Safe Zone - Keep all your important contents (text, images, logos, etc.) within this area.



### IMPORTANT

1. Expand your background design to the edge of Full Bleed.
2. Your vital elements of artwork shall be within the Safe Zone (7mm away from) all side of Full Bleed edge.
3. Delete any unneeded elements provided in the template (e.g. Delete the numbering if it not required).
4. Hole punching can ONLY be applied on the LEFT, for documents with a length of 100mm and above.





## NUMBERING

1. Mark your numbering area by using the numbering format given in the Template Guidelines.
2. Numbering will be printed in **RED** colour.
3. You will only have to key-in the actual numbering during the ordering process. The **last digit** must always begin with **1**.  
Examples : 00001 00101 00501 03001
4. **!** To indicate numbering in your artwork. Please use the dummy numbering provided in the Template Guidelines.

### Example : Numbering dummy text

Nº XXXXXXXX

0000001  Height: 8mm

Length:

Minimum digits: 4 digits - 14mm

5 digits - 18mm

6 digits - 22mm

Maximum digits: 7 digits - 26mm

**Note: Numbering must start with 1 at the last digit.**

5. If you require less than the default 7 digits (represented by Xs in green), please **DELETE** the excess Xs accordingly.  
Examples : 0001 - XXXX 00101 - XXXXX 000001 - XXXXXX
6. Ensure your numbering format is:
  - within **Safe Zone**
  - at least **7mm** away from **Full Bleed** edge
  - at least **12mm** away from perforation line (if applicable)

### Example : Numbering format allocation



Numbering is allocated 12mm away from perforation line and 7mm from **Full Bleed** edge.

7. **DELETE** entire numbering format if you do not require it.





## COPY CHANGE

1. Mark your copy change area by using the copy change format given in the Template Guidelines.
2. You will only have to key-in the actual text accordingly to each layer during the ordering process.
3. Make sure your copy change format is:
  - at least **12mm** away from perforation line (if applicable)
  - at least **7mm** away from **Full Bleed** edge
  - at least **45mm** away from the numbering (if applicable)
4. All copy change text will be in:

Font	Arial in caps		
Colour	Red		
Size	8pts	10pts	12pts
Max. Letters	19	15	13

5. **DELETE** entire copy change format if you do not require it.

### Example : Copy Change format allocation



Copy Change is allocated 45mm away from numbering format

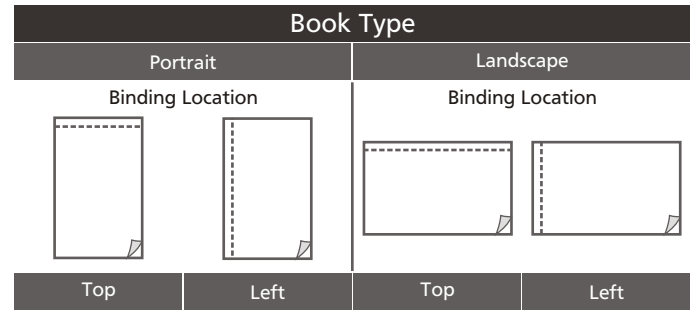
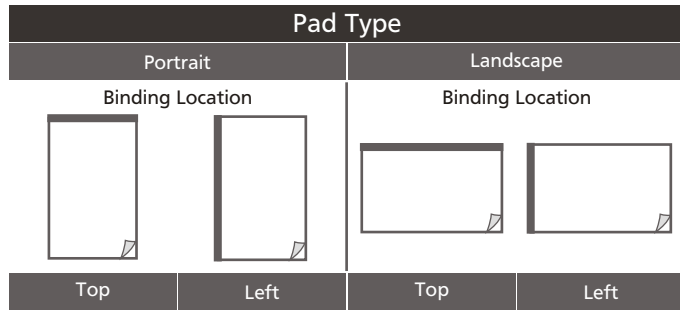


Copy Change is allocated 12mm away from perforation line and 7mm from **Full Bleed** edge.





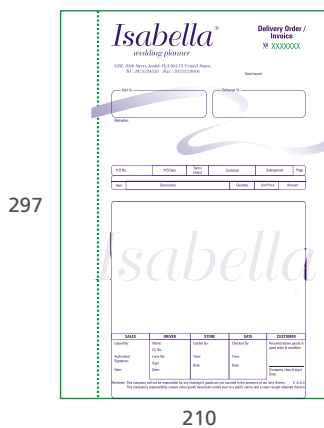
## ARTWORK ORIENTATION



**All artworks MUST be positioned upright.**

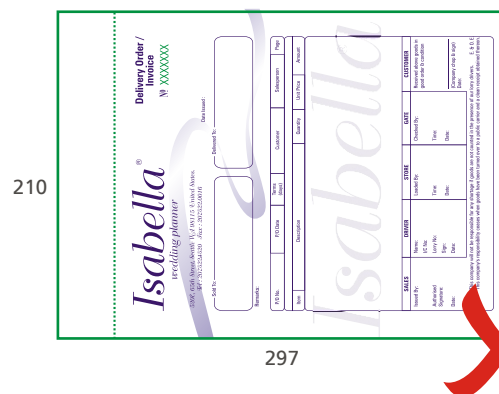
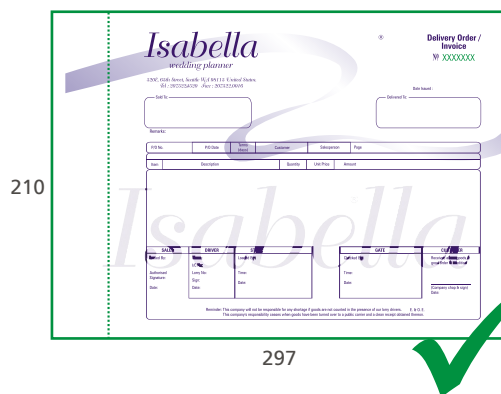
Example :

Book Format : Portrait  
Size : 210mm x 297mm  
Binding Location : Left



Example :

Book Format : Landscape  
Size : 210mm x 297mm  
Binding Location : Left

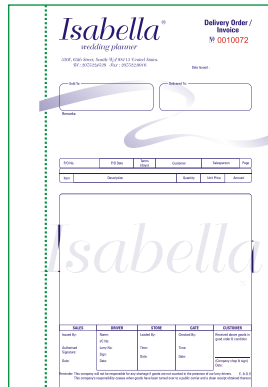




## How to prepare your artwork when applying Spot Colour (Front Artwork).

If you want your artwork to be printed in this colour

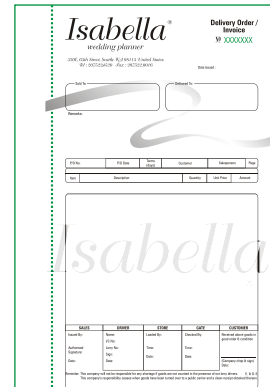
## 1 SPOT COLOUR



During ordering process, you will be required to indicate the actual colour of your artwork.  
In this example, K(Black) = Reflex Blue U

Front : K100 :

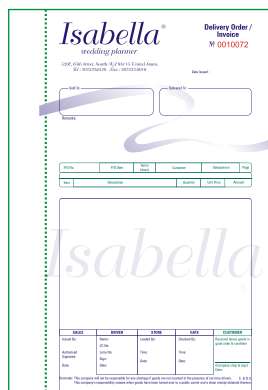
Prepare your artwork file like this



Filled with K(Black) to represent the actual artwork colour.

If you want your artwork to be printed in this colour

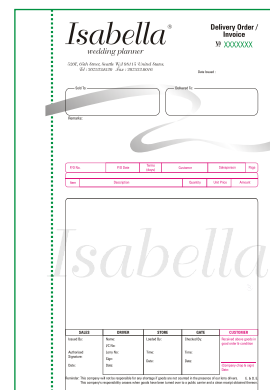
## 2 SPOT COLOUR



During ordering process, you will be required to indicate the actual colour of your artwork.  
In this example, K(Black) = Reflec Blue U  
M(Magenta) = PMS Green 342C

Front : K100 :  M100 :

Prepare your artwork file like this



Filled with K(Black) and M(Magenta) to represent the actual artwork colour.





## How to prepare your artwork when applying Spot Colour (Back Artwork).

If you want your artwork to be printed in this colour

Prepare your artwork file like this

### 1 SPOT COLOUR



During ordering process, you will be required to indicate the actual colour of your artwork.

In this example, K(Black) = Reflex Blue U

Front : K100 :

Filled with K(Black) toning between **60% - 70%** to represent the actual artwork colour.

### IMPORTANT!

1. Only **1 spot colour** can be applied for Back Artwork.
2. You **MUST** use spot colour toning between **60% - 70%** for back printing.

