

# Client Information Sheet

Please complete and return

## Structure-flex contact details

Internal sales: Karen Withers - 01263 863106  
 General sales office: 01263 863100  
 Sales Manager: Matt Doughty - 01263 863102

Fax: 01263 863110  
 E-mail: [signs&graphics@structure-flex.co.uk](mailto:signs&graphics@structure-flex.co.uk)



## Step 1

### Complete the contact details section

The person who designs and specifies the artwork or graphic content

Name	
Telephone	
Mobile	
E-mail	

## Step 2

### Check your artwork specification

	Tick
Existing design	
Needs design	

	Tick
File Format	
Colour	
Artwork size	
Fonts & Type	
Send us artwork	
Sample prints	

## Step 3

### Contact us for an estimate

- Call the sales office with your enquiry
- Send in your artwork as per our artwork guidelines instructions
- Need help, please ask, we can provide a design service at competitive rates



Please see our Artwork Guidelines on the reverse of this page.

## Artwork Guidelines

### File Formats:

Artwork should be supplied in one of the following file formats:

**eps, ai, psd, jpeg, Tiff or pdf**

We can work with files created from the following software:

**Illustrator, Photoshop, InDesign and Adobe Acrobat PDF**

If you wish to supply artwork in other formats please speak to our sales department to check whether we can use your artwork.

If you are unable to provide any of these formats we can provide creative development to produce the design required. **There is a charge for this service.**

We use PC applications.

### Colour:

Colours should be in CMYK format or where possible PMS (Pantone) colours should be supplied.

Any artwork not supplied with specific colours will need to be matched and go through a proofing stage.

### Artwork Size:

Vector files are preferred wherever possible. Vector based images can be scaled up or down without loss of quality.

Images, photographs and any other artwork supplied should be at least 300 dpi or higher to ensure good quality.

Pixel based files like jpeg or psd will lose their quality when scaled up so we recommend that you set the dpi to at least 300 dpi or higher.

Images copied from the web usually will not work. Web pages generally use low-resolution (72 dpi) bitmap images that cannot be scaled efficiently. Original image files are required.

### Fonts & Type:

Wherever possible please specify or supply fonts, preferred font types are:

1. Open Type
2. True Type

If no font information is provided we will have to match as close as possible and the artwork will need to go through the proofing stage.

**There is a charge for this service.**

If artwork is complete for printing it is advisable to either convert fonts used to outlines or to embed the fonts in the file so we can print straight from the file provided. This is also helpful if we do not have the fonts used.

### Sending Artwork:

There are many different ways in which to send artwork:

1. Email – we can receive files up to 12 MB (mega bytes)

2. FTP site – you can also upload any file up to 1Gb using our website

3. Post – if files are too large the preferred method is saving them to a cd disc or DVD and sending it via post

4. Zip files – we can accept zipped files, we have Winzip and Stuffit to extract the files

When sending artwork a colour proof is required, and any other relevant information concerning the project.

### Sample Prints:

If you require a sample print an extra cost will be incurred.

### Technical Contact:

Where possible a contact should be provided ideally someone who can approve the specification and design of your artwork.

