

Client Information Sheet

STRUCTURE-FLEX
DIGITAL PRINT

Please complete and return

Structure-flex contact details

Internal sales/ Design: Andy Grand - 01263 863105
General sales office: 01263 863100
Fax: 01263 863110
E-mail: digital@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

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Please see our Artwork Guidelines on page 2.

Artwork Guidelines

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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.

We use PC & MAC 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 at quarter scale to ensure good quality.

Pixel based files like Tiff, 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 convert fonts to outlines or specify and supply fonts. Preferred font types are:

- Open Type
- True Type

Technical Contact:

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

Sending Artwork:

There are many different ways in which to send artwork:

- Email – we can receive files up to 12 MB (mega bytes)
- FTP site – you can also upload any file up to 1Gb using our website
- Post – if files are too large the preferred method is saving them to a cd disc or DVD and sending it via post
- 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.

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HIGH QUALITY
DIGITAL PRINT