



**STANDARD SIZES**

- A3 420 x 297mm
- A4 210 x 297mm
- A5 148 x 210mm
- A6 105 x 148mm
- DL 99 x 210mm

**BLEED AREA**

**2mm**

Extend backgrounds and images that need to go right to the edges past the trim line and to the edge of the bleed area.

**TRIM LINE**

**Finished size of the flyer**

This is where the flyer/poster will be trimmed to the finished size.

**SAFE AREA**

**Minimum 5mm margins**

Keep all text and logos etc. inside this area to make sure nothing important gets cut off.

**PLEASE NOTE: If the print is being folded, leave a 5mm margin on either side of the fold, do not run text over a fold.**

- Use CMYK colour profile only
- If photos are used as part of the design, they need to be in high resolution, minimum 300dpi
- Overprints must be turned off
- 2 mm bleed
- Minimum 5 mm margins on all edges and from fold lines
- Black text to only be 100%K
- Solid black backgrounds recommended to be a mix of C30/M20/Y20/K100 for a rich black
- Do not use PMS/Spot colours
- Supply as a PDF file including the bleed
- Fonts should be converted to curves
- Do not include colour profiles
- Registration marks, keylines, dielines and other non-printing items must be removed
- Crop marks, if required, are to be positioned outside bleed area
- Supply as single pages - do not use facing pages
- Flatten transparencies

**PRINT READY** files must be supplied to the above specifications. If the file does not meet the specifications a fee will be charged to make the file print ready.