

File:	Always submit your design as a PDF using our artwork template. This ensures that the dimensions and print position are correct, helping to prevent production errors.
Print colours:	For designs with one, two or more spot colours, always use the Pantone Coated colour profile. Submit full-colour designs in CMYK. For black, use 100% K (0 / 0 / 0 / 100 CMYK).
Resolution:	A resolution of 300 dpi is recommended (minimum 150 dpi), or submit your artwork as a vector file. The higher the resolution, the better the print quality.
Text:	Always convert all text to outlines.
Print marks:	The file must be submitted without print marks.
Bleed – Trim margin:	For designs with bleed, always include a 3 mm bleed.
Text size:	Small text and fine details may fill in during printing.
Readability:	Check the readability by viewing the file at 100% size (do not zoom in).
Safety margin:	Place all important elements, such as text and logos, within the safety margin to prevent them from being trimmed.
Bleed:	For designs with bleed, extend backgrounds and images 3 mm beyond the trim line.
Layers:	Place all design elements on the design layer so that the template layer can be safely removed without losing any parts of the design.

Check before submitting:

- ☐ PDF placed in the artwork template
- ☐ No print marks
- ☐ 3 mm bleed included
- ☐ Text converted to outlines
- ☐ Images at a minimum of 300 dpi
- ☐ Important elements placed within the safety margin
- ☐ Design placed on the design layer
- ☐ Print colours set correctly

Use this checklist to verify that the files you are submitting are ready for production.
This helps prevent delays in processing your order.