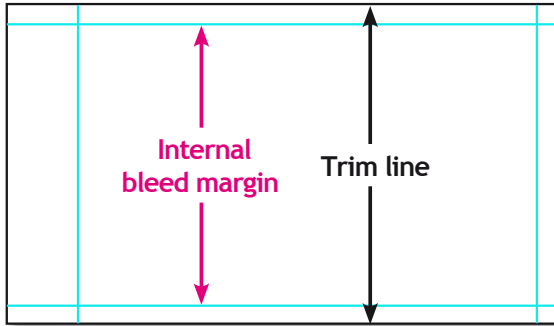


### UNDERSTANDING BLEED:

If you are supplying press ready artwork you need to understand how to setup your bleed correctly. This template has been pre-set with internal bleed margins to help you correctly prepare your artwork. It is not possible for carbonless books or pads to have external bleed (printing right up to the edge of the page).

**IMPORTANT:** You need to carefully follow these instructions when preparing your artwork. Failure to do so may result in artwork incorrectly prepared for print.

When you open up the template file you will be greeted with guides similar to the diagram below:



The **black guide** is the trim edge. This is the line along which your printing will be trimmed.

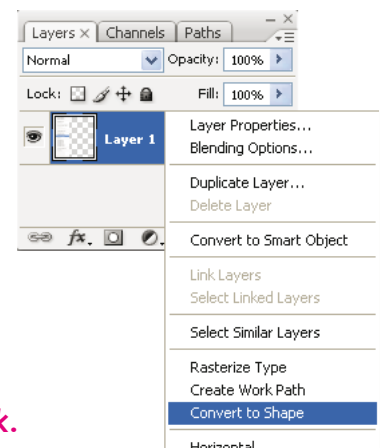
The **blue inner guides** are the internal bleed margin. All artwork must be kept within the internal bleed margin. It is not possible to have any artwork printed on carbonless books and pads beyond the internal bleed margin.



**Please note:** We recommend all images should be set to 300 dpi. Images with a resolution of less than 250dpi may appear pixilated, blocky or blurry when printed even if they appear clear and sharp on screen. Increasing the resolution higher than 300dpi just results in bloated files with no improvement in print quality.

### USING THE ADOBE PHOTOSHOP TEMPLATE:

1. Open the template.
2. If you cannot see the guides make sure guides are turned on.  
To do this go to **View > Show > Guides**.
3. Create your design.
4. Ensure everything is kept within the blue **Internal Bleed Margins**.
5. **Numbering:**  
If sequential numbering is required, a space needs to be left in your artwork for the numbering  
**Important:** When ordering online you will need to fill out the “starting Number and ”position of Numbering” fields.
  - The minimum space for sequential numbering is 25mm x 15mm.
  - Numbering cannot be closer than 6mm to the perforation.
  - The minimum number of digits for numbering is 4. The maximum number of digits is 7
6. Carbonless books can only be printed using one ink. This can be either a Pantone Colour or black ink. All Pantone (PMS) Colours must be selected from the **Pantone Solid Uncoated** palette. If your artwork is not set to a colour from the Pantone Solid Uncoated Palette your books/pads may be printed in black ink.
7. Please convert your fonts to shapes.  
To do this, select all layers that contain text, right click and select **Convert to Shape**.  
Refer to the screenshot on the right.
8. **Save** your file as a Photoshop PDF.  
If you do not have the capabilities to do this then you may supply your file as a flattened TIFF or a high quality JPEG.



**Please carefully check your final file before uploading your artwork.**




**Please note:** You can download our job options file from our website and print your PDF using our job options file. By distilling your artwork with our job options file you may see possible errors in how your artwork has been set up before you supply the artwork to us. For the best results, PDF files should be created using Adobe Acrobat Distiller.


**See next page for Artwork Do's and Don'ts >**

These templates are designed to assist in artwork creation only. Use of these templates does not automatically guarantee correctly prepared artwork for commercial printing. We recommend that all artwork be prepared by qualified pre-press graphic designers experienced in the print industry. We cannot be held responsible for

artwork not correctly prepared for commercial CMYK offset printing. Should you choose to supply your own artwork, the ultimate responsibility lies with you, our valued client. Please feel free to contact our print estimating team if you would like more information or quotation on using the services of our own in-house design department.




<b>TAX INVOICE</b>			Order No:
			Date
QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			




<b>TAX INVOICE</b>			Order No:
			Date
QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			

### Internal bleed

Make sure all artwork is within the internal bleed margin. No artwork can be printed outside these margins.




<b>TAX INVOICE</b>			Order No:
			Date
QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			




<b>TAX INVOICE</b>			Order No:
			Date
QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			

### External bleed

Carbonless books cannot have external bleed (artwork that extends to the edge of the page). Artwork may only extend to the edge of the pink margin (internal bleed line).




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			Date
QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			




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### Artwork Size

Make sure your design is the right size or it may be automatically resized which may distort your artwork.




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QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			

### Numbering

If you require sequential numbering adequate space must be left for it in your supplied artwork.




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### Image Resolution

Make sure all images and rasterized text are 300dpi when placed at 100% so they won't look blurry or pixilated when printed.



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TOTAL INCLUSIVE OF G.S.T.			



<b>TAX INVOICE</b>			Order No:
			Date
QUANTITY	DESCRIPTION	TOTAL	
TOTAL INCLUSIVE OF G.S.T.			

### Colours

Carbonless books and pads can only be printed using one ink. If your artwork is not set to a colour from the **Pantone Solid Uncoated Palette** your books/pads may be printed in black ink.