

General Information

- All templates have been designed to suite Intertype's unique production requirements and are considered unsuitable for other suppliers to use.
- All templates remain the property of Intertype and **MUST NOT** be used for any other purpose than to set up files to be printed by Intertype.
- If your artwork contains fold lines, make sure they are positioned outside the bleed area and included in the final press PDF.

Artwork

- Physical size is correct
- Bleed is included. ie 3mm standard bleed, 5mm for PVC binders, 5mm for saddle stitch or perfect bound, 10mm bleed for posters and cheques, 8mm bleed for tabs
- File is set up CMYK.*
- Black text is not a mixture of CMYK or RGB
- Text is not in the 20mm margin.
- All unwanted colours have been deleted from the colour pallet.

Images checklist:

- Scans / colour images / rasterised files must be supplied at 300dpi for printing
- Images that are linked from other applications must not be scaled greater than 125%
- All linked files must be either EPS, Tiff, PSD or AI format
- No LZW compression is applied or used in other programs
- Files supplied in Illustrator are separated correctly with all links and fonts either supplied, outlined or embedded
- Colour management is off when saving files (no lab/ SWOP colour or ICC Colour Profiles are used)

Final checklist:

- Press PDF included on the CD/DVD with source file
- Pre-flight and package document ensuring all links and fonts used
- Hardcopy supplied
- Mock up supplied if your artwork contains a complex fold or shape

Creating press PDF and checking final PDF before sending to Intertype:

- Fonts are embedded within your PDF.
- Transparency is flattened to "High Resolution" when creating your press PDF
- Under "Marks & Bleed" when creating your press PDF, make sure the following is applied:
 - Trim offset is set correct
 - Document bleed setting is correct.
- Check that the file is separated correctly.** (Double check by selecting the "Advance" menu, select "print production", "Output preview". In the "show" drop down menu, select "Not device CMYK").
- Check that the file is flattened.** (Double check by selecting the "Advance" menu, select "print production", "Flattener preview". In the "highlight" drop down menu, make sure that "None" is black text and the drop down menu is all greyed out. If not all grey, file is not flattened. You must flatten your file when creating the press pdf).

Other Information

- Some clients choose to use their own graphic designers and supply us with finished artwork usually as press ready PDF's. It is the graphic designer's role to ensure that their client is fully informed on how their design will perform in the printing process and to correctly specify all aspects of the job including colours.
- Intertype will faithfully reproduce what is provided in the PDF file and can't be held responsible for any errors, omissions or lack of prepress, print production or finishing knowledge of a clients appointed designer.
- All of Intertype quotes include the cost of performing one pre-flight check prior to printing of your supplied press PDF. If errors are found in the preflight, a \$25 + GST charge will apply for every resubmission of the final press PDF until correct.
- If your designer is unsure of how colours will perform, we are more than happy to provide a colour proof at a cost of \$75 + GST each. As proofs aren't produced using the actual production machinery they only provide an approximation of how the colours will perform.

*if your job requires spot colours or spot UV, please contact intertype and we will advise separately.

Intertype will not be responsible for reprinting your job if you do not flatten your Press PDF, or your artwork is not "Print" ready

This means, that all technical issues associated with document size, halftone, fonts, format, bleeds, colors, trims, trim offset, vector graphics, transparency flattening, DPI, registration and color-separations have been taken care by your graphic designer.

If the printing of this job is not correct because of any artwork issues, you will be responsible for all costs

