




Template - Letterhead (Single Sided)

-  Bleed Area (Ensure any bleed fully covers this area)
-  Cut line
-  Safe Area - Keep all text within this area

Finished Size: 210mm x 297mm
Size including bleed area: 216mm x 303mm

Color Space: CMYK

Preferred Format:

Print Ready PDF - All fonts converted to outlines , all images embedded.

Other Accepted Formats:

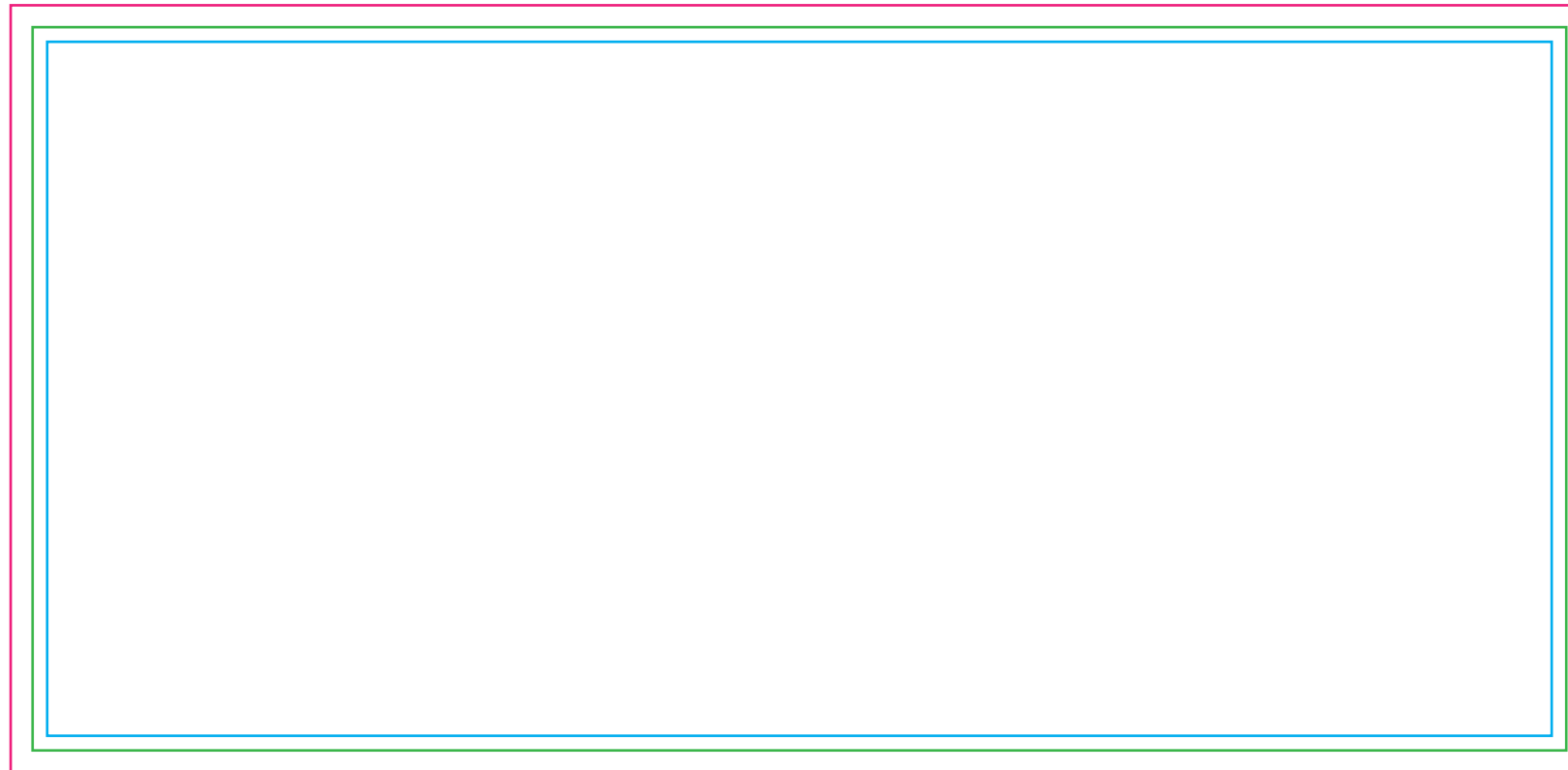
EPS - All fonts converted to outlines and images embedded.

TIFF Files - Minimum 300dpi (Preferred 450dpi).


PSD Files - Minimum 300dpi with all layers retained and fonts included at point of upload.




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Template - Compliment Slip (Single Sided)

 Bleed Area (Ensure any bleed fully covers this area)

 Cut line

 Safe Area - Keep all text within this area

Finished Size: 99mm x 210mm

Size including bleed area: 105mm x 216mm

Color Space: CMYK

Preferred Format:

Print Ready PDF - All fonts converted to outlines , all images embedded.

Other Accepted Formats:

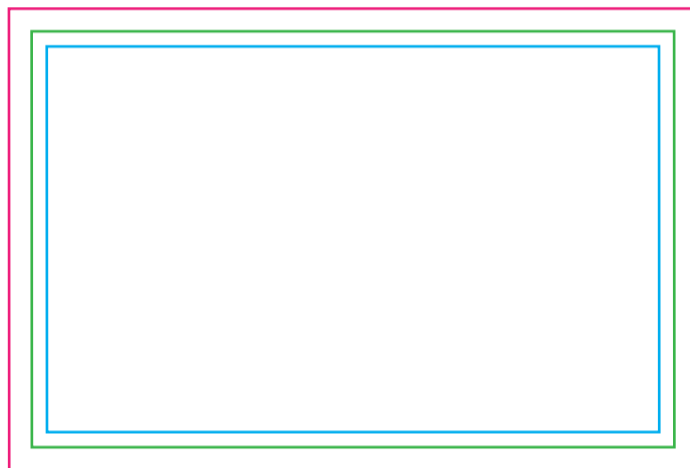
EPS - All fonts converted to outlines and images embedded.

TIFF Files - Minimum 300dpi (Preferred 450dpi).

PSD Files - Minimum 300dpi with all layers retained and fonts included at point of upload.






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Front Side

Template -Business Card (Double Sided)

-  Bleed Area (Ensure any bleed fully covers this area)
-  Cut line
-  Safe Area - Keep all text within this area

Finished Size: 85mm x 55mm
Size including bleed area: 91mm x 51mm

Color Space: CMYK

Preferred Format:

Print Ready PDF - All fonts converted to outlines , all images embedded.

Other Accepted Formats:

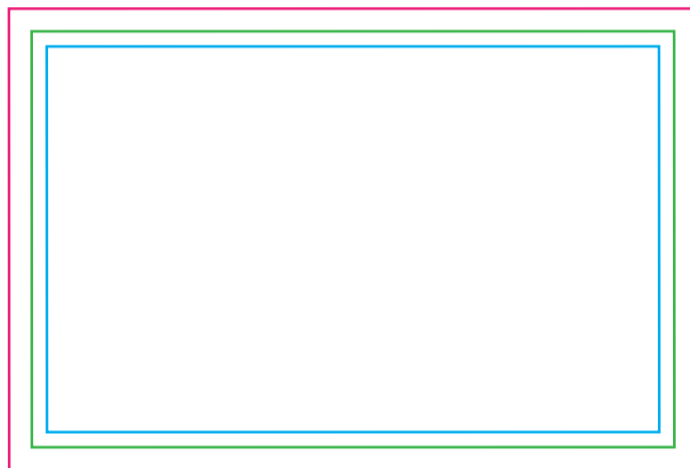
EPS - All fonts converted to outlines and images embedded.

TIFF Files - Minimum 300dpi (Preferred 450dpi).

PSD Files - Minimum 300dpi with all layers retained and fonts included at point of upload.






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Reverse Side

Template -Business Card (Double Sided)

-  Bleed Area (Ensure any bleed fully covers this area)
-  Cut line
-  Safe Area - Keep all text within this area

Finished Size: 85mm x 55mm
Size including bleed area: 91mm x 51mm

Color Space: CMYK

Preferred Format:

Print Ready PDF - All fonts converted to outlines , all images embedded.

Other Accepted Formats:

EPS - All fonts converted to outlines and images embedded.

TIFF Files - Minimum 300dpi (Preferred 450dpi).

PSD Files - Minimum 300dpi with all layers retained and fonts included at point of upload.



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