



**TURNAROUND TIME:** **Deadline dependant** from receipt & APPROVAL of **finished** artwork, order, colour references & deposits. This excludes large jobs where the deadline needs to be negotiated.

**STORAGE MEDIA:** CD, Flash Disk, [www.solteam.co.za](http://www.solteam.co.za) (Look for the 'Upload Artwork' button on the top right hand side), Online FTP sites.

**DIGITAL IMAGES:** **Supply at 72 dpi at final size or 300 dpi at quarter size to maximize output.** Document to be supplied as **RGB**.

**FONTS:** **ALL FONTS TO BE CONVERTED TO CURVES / PATHS OR OUTLINES.**

**FILES:** Images & Photographs to be saved as TIFF, PDF, PSD or JPEG files. Supply laser print with disk. Line drawings or text documents can be saved as VECTOR files. **No** Word, PowerPoint, Corel Draw or Microsoft files can be used. Documents are to be made up in proportion. E.g.: if final job is 2 x 3 metres, document to be made up to 2,000mm x 3,000mm. **All artwork should include 20mm bleed all round so that final image would be 2,040mm x 3,040mm.**

**COLOUR MATCHING:** A colour swatch, colour proof or pantone (***solid coated ONLY***) colour reference must be supplied to enable us to colour match. **Where not supplied we cannot accept responsibility for incorrect colour.** Do NOT convert PANTONE colours to CMYK or RGB, leave them as they are. Where time does not allow us to submit colour swatches/colour proof, we will do our best to meet your requirements. Responsibility in this instance must rest with the client. ***Please remember that digital printing is done in CMYK and matches relative to Pantone references can vary by up to 20 %.***

**RICH/SOLID BLACK:** In order to achieve the deepest, best looking black possible, please make it up to 100% **Cyan**, 100% **Magenta**, 100% **Yellow** & 100% **Black**.

**TEXT FILES ONLY:** Save as any of the ADOBE™ Suite of programmes. **ALL FONTS TO BE CONVERTED TO CURVES / PATHS.** **Should the font not be converted we cannot be held responsible for any font disparity.**