

**How to  
send us  
your  
electronic  
artwork  
without  
a glitch.**

**we print it**  
.com.au

## The Menu

**we print it®** are leaders in on-line printing and are able to offer you the following services:

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### Stationery

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### Business Cards

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### Offset Printing

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### Brochures & Flyers

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### Booklets & Magazines

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### Short Run Digital

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### Large Format Printing

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### Presentation Folders

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### Fridge Magnets

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### Banners

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Phone: 1300 735 100

Email: mail@weprintit.com.au  
Website: www.weprintit.com.au



**Please photocopy this form, complete the details below (tick or write in as appropriate) and mail or fax it with your job.**

|                      |                                    |
|----------------------|------------------------------------|
| Contact Name _____   | File source                        |
| Company _____        | <input type="checkbox"/> Floppy    |
| Telephone No. _____  | <input type="checkbox"/> Removable |
| Fax No. _____        | <input type="checkbox"/> E-mail    |
| E-mail Address _____ | <input type="checkbox"/> FTP       |
| Order Number _____   | <input type="checkbox"/> CD        |

|                              |  |
|------------------------------|--|
| Job description & size _____ | Proof attached   |
| No. of printed sides _____   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Folding _____                |  |
| Scoring _____                | Compressed   |
| Stock _____                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Quantity _____               |  |

Document Name \_\_\_\_\_

Page Numbers \_\_\_\_\_

Document size \_\_\_\_\_

Fonts used \_\_\_\_\_

Colours used \_\_\_\_\_

Linked files \_\_\_\_\_

Related instructions \_\_\_\_\_

Preferred Approval Method  Facsimile  PDF via e-mail

Applications used:

|         |                                      |                                    |                                    |
|---------|--------------------------------------|------------------------------------|------------------------------------|
| MAC OS  | <input type="checkbox"/> Acrobat     | <input type="checkbox"/> FreeHand  | <input type="checkbox"/> InDesign  |
|         | <input type="checkbox"/> Illustrator | <input type="checkbox"/> Distiller | <input type="checkbox"/> Photoshop |
|         | <input type="checkbox"/> QuarkXPress |                                    |                                    |
| Windows | <input type="checkbox"/> Acrobat     | <input type="checkbox"/> FreeHand  | <input type="checkbox"/> InDesign  |
|         | <input type="checkbox"/> Illustrator | <input type="checkbox"/> Distiller | <input type="checkbox"/> Photoshop |
|         | <input type="checkbox"/> QuarkXPress | <input type="checkbox"/> CorelDRAW |                                    |

Note: Whilst every care is taken, we print it® cannot be held responsible for any errors on final output generated by you or the software you use in creating files for output. The final check before we receive your files is your responsibility.

# Artwork Specifications

**we print it®** is pleased to accept files from all major Mac OS and Windows applications. However, they must conform to the following specifications:

**We accept files from the following applications:**

## Mac OS and Windows

- ◆ Adobe Acrobat
- ◆ Adobe Illustrator
- ◆ Adobe InDesign
- ◆ Adobe Photoshop
- ◆ QuarkXPress
- ◆ Macromedia Freehand
- ◆ CorelDRAW
- ◆ Adobe Distiller

**If any scanning, typesetting or alteration is involved it must be clearly marked on copy (i.e. fax and lasers).**

**We support various transfer methods:**

## Mac OS and Windows

- ◆ Floppy Disk
- ◆ E-mail
- ◆ CD-ROM
- ◆ Iomega Zip
- ◆ File Transfer Protocol
- ◆ USB Drives

Whenever possible, removable media will be sent back separately from your printed artwork for safety reasons.

**We require document page sizes to be as listed:**

**BC** 89mm x 54mm     **A4** 210mm x 297mm  
**DL** 98mm x 210mm   **A3** 297mm x 420mm  
**A6** 103mm x 148mm   **A2** 420mm x 594mm  
**A5** 148mm x 210mm   **A1** 594mm x 840mm

- ◆ Please make sure that 2mm bleed is placed on your artwork where needed, with the artwork being placed 1-up on single page documents. Where possible please convert your text to paths, curves or outlines.
- ◆ Please remember to supply us with all the relevant files for output (eg. fonts and graphics) otherwise this may incur a delayed delivery. Clearly mark the files which are intended for output.
- ◆ Include a colour or a black & white proof copy of your file.
- ◆ For large multi page jobs please be aware of the implications of creep. Please check for the required bleed on artwork in such cases.
- ◆ Make sure all colours are nominated PMS or CMYK depending upon the printing process by which your job is to be printed.
- ◆ We Print It PDF settings are recommended for all supplied PDFs. Please visit the print support area of our website for these settings.
- ◆ Please do not set any elements of your job (text or graphics) to overprint. Our pre-press workflow will take care of all trapping issues relevant to your job.

- ◆ Large File Upload (FTP) Facility available on home page of our website.
- ◆ Make sure all colours are nominated correctly as PMS or CMYK.
- ◆ Please ensure that all images supplied are of a resolution of 300dpi.
- ◆ Please note that certain Pantone colours are outside the printable colour range of CMYK devices.
- ◆ Screen colours are never accurate, please check Pantone or CMYK specifications.
- ◆ Always indicate exact file & output size and the stock required.
- ◆ Please check document sizes to the output specifications.
- ◆ If your CMYK artwork contains large areas of the colour black, we strongly recommend the addition of at least 40% (C) Cyan in addition to the 100% (K) Black to produce a richer better looking black.
- ◆ If delivery is urgent please check your deadline is achievable.
- ◆ Please label all material with a return address.

**Downloading Fee is generally \$20.** This may vary owing to job complexity or nature of download. This will be conveyed to client. Downloading also includes compatibility check, virus check, font installation and preparation for print.

**Our e-mail address is [mail@weprintit.com.au](mailto:mail@weprintit.com.au)**

**If you have any other queries, please contact us on 1300 735 100**