

FILE SPECIFICATIONS

SENDING FILES

CD / DVD's to:

Communica Ltd
70 Melrose Road,
Mt Roskill 1041,
Auckland, New Zealand.

Phone: 0800 266 6864

Email: studio@communica.co.nz

Upload your digital files via:

www.communica.co.nz/quickload.php

Please contact us if you do not have a login & password.

FILE REQUESTS

PDFS

- High resolution (Press Ready) Acrobat PDF files preferred
- Trims included
- 3mm bleed
- 10mm extra added beyond trim marks to all sides
- Centred on page
- 300dpi images
- Fonts embedded
- CMYK/Greyscale
- Single pages (not spreads)

OPEN FILES

Open files will incur an extra charge.

Files in the following mac applications accepted:

- InDesign • Illustrator • Photoshop • Freehand

Please supply all fonts and links with open files.

PC FILES

- We prefer PC files to be supplied as high resolution Acrobat PDFs as specifications listed above. If this is not possible, we can work with Microsoft Word, Microsoft Excel, Microsoft Publisher and Microsoft Powerpoint.
- As these applications are not acceptable to print standards, extra work will be required to produce a file suitable.
- For hi-res printing. Please supply a hard copy proof with these files.

PLEASE NOTE

There will be an automatic charge incurred if extra work is needed to ensure the correct printing of files.

We will advise you of any extra costs that exceed before we proceed.

We will supply you with a PDF proof of all jobs for sign-off before we proceed.

A hard copy proof supplied if requested.