

# artwork setup

- To ensure speedy implementation of your artwork, please conform to the specifications below. If not, artwork levies will be charged.
- Any artwork not supplied that needs to be created, including changes, unusable low resolution images, setting up of artwork, etc., will be charged for.
- Sizing: Please do not add bleed or crop marks unless stated. All file should be setup up on the exact page size.
- **Formats accepted:** PDF, JPEG, EPS, TIFF. These are all bitmap/raster files to be saved at these resolutions:
  - 10% size: 300dpi
  - 25% size: 250dpi
  - 50% size: 150dpi
  - 100% size: 120dpi
- **Fonts to be converted** to paths (and supplied) before document is saved.
- Files to be in **CMYK** format, RGB will cause colour deviation.
- **Open files:** Freehand, Illustrator, InDesign, Corel Draw 11.  
Before saving files, convert fonts to paths -also supply.  
A R50 fee is charged for this conversion.
- **Colour proofs must be supplied** with jobs, including Pantone references to ensure colour matching etc. We will not be held responsible for any deviations whatsoever.
- **Files not accepted:** BMP, QuarkXpress. Any images extracted from the internet violate copyright laws. Images and artwork in MS Word, Excel, Publisher and Powerpoint. These files are low rez resulting in poor quality prints.

Our results are partially based on the artwork supplied and reaction time of our clients. We aim to be as efficient and cost-effective as possible with your help.

shailen@orb8arts.co.za  
www.orb8arts.co.za  
tel: 011 312 1646  
fax: 088 011 312 1646  
cell: 083 441 5263

po box 13720 vorna valley | midrand 1686

**orb8**  
ARTS  
design | signage | solutions