



## Guidelines

### The 5 steps:

1. Discuss your job with your project manager at Pdfproductions.com and receive a quotation and work plan.
2. Upload your digital data on our FTP (details on request)
3. Proofs will be sent to you as low resolution pdf files will be e-mailed to you. Check the proof and inform your project manager by making notes using Adobe Acrobat or CutePdf in pdf and e-mail the proof back.
4. When you are happy with the proof, please let project manager know it is approved . If not, please go back to step 3.
5. Download the final file as a certified pdf from our FTP. If other format is needed, please inform your project manager know.

All images and text must be provided by the customer.

### images

- >= 300 dpi photoshop, or vector based illustrator file (.tiff, .jpeg, .eps, .ai, )
- Photoshop or illustrator
- CMYK, no spotcolours unless agreed otherwise
- clear and understandable file naming
- Please note: we cannot use images taken from the internet, attached in a Word file or in PowerPoint presentations

### text

- Word files only

### layout preferences

- previous work
- sketches(scans)
- corporate guidelines
- within text Word file
- examples