

Dupe.co.uk Guidelines for Supplying Master and Artwork

By carefully looking over the following checkpoints before uploading your files, you will help us to produce a perfect print job for you without any delays. By meeting these requirements you will also help to avoid costly errors. Please share this document with your graphic designer. To get your job finished with the highest quality . . . on or before your due date, we request that you review and understand these points.

Creating and supplying artwork

To enable us to process your order we require all artwork to be supplied in high resolution PDF format with fonts converted to outlines.

If artwork is supplied in any other format, fonts are not converted to outlines, or it has not been supplied exactly to the Dupe specification sheet, you may incur extra charges and a delay in the delivery of your order.

Before sending your artwork, please follow these points:

- We require all artwork in high resolution PDF format.
- Artwork must be CMYK.
- Include a JPG proof at 100% size as a visual match.
- Artwork must be supplied to the specification sheet supplied by Dupe.
- Flatten all fonts within the artwork, convert to curves or outlines.
- If specific Pantone colours have been used, please state these.
- Check to make sure each image has a resolution of at least 300 pixels per inch (ppi) after enlarging or reducing to actual size.

If supplying Paper Parts artwork, follow the points above and extend images or backgrounds that bleed by at least 3mm.

If you cannot supply artwork as a hi resolution PDF, dupe can supply an artwork service at additional cost. Please call to discuss your requirements.

We can accept artwork on email, CD, DVD or ftp

Supplying Masters

Please ensure your master is a good quality CD-R or DVD-R, in good condition, clean, free from any physical marks and supplied in a protective case, such as jewel case or polypropylene case, to prevent scratches occurring in the post. Masters may fail because of this and supplying a new master will delay delivery.

If you are unsure about any of these points, please contact dupe.