

# Artwork Guidelines

Example: Compliment Slip

Keep Text Inside 204x93mm

Cut Line 210x99mm

Image Area (including bleed) 216x105mm

**Compliment Slip**  
210x99mm

## Artwork Requirements

- Logos and text in vector when ever possible
- 3mm Bleed
- Images at 300dpi
- All text converted to outlines
- Artwork supplied full size

## Using this template:

- Open with Adobe Illustrator
- Navigate to File>Document Setup
- Select Edit Artboard (located at the top right)
  - ☐☐☐ **Be sure to anchor the artboard in the centre** (as per illustration)
  - ☐☐☐ Now input the width & height shown in the centre of the template

## Accepted File Formats:

- Adobe Illustrator Ai/EPS files
- Adobe PDF High Resolution (recommended)



- You are now ready to create your artwork
- Unlock & Delete any unwanted layers
- When saving, select Save As>Adobe PDF
- All parameters are already set in this dialogue
- Simply select your desired location and Save



## Contact Us:

**IF YOU REQUIRE ASSISTANCE,  
PLEASE CONTACT OUR STUDIO:**

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