

file supply checklist

Below is a helpful checklist to go through when supplying files. You can download our file supply guide, and templates here: <https://www.tgmcreative.co.nz/guides-templates/>

- **Product page size is correct.**
See page 12 of our file supply guide.
- **Page includes 3mm bleed and crop/trim marks.**
See page 13 of our file supply guide.
- **All important elements like text and logos are 4mm minimum from the page edge. Booklets are 15mm with a 30mm bind side quiet zone/margin.**
See page 13 of our file supply guide.
- **The file supplied as a PDF. IF NOT A PDF then design is created and supplied in an application we accept.**
See page 30 of our file supply guide.
- **Only files required for this job are included and are clearly labelled.**
See page 30 of our file supply guide.
- **Fonts are embedded or outlined in the supplied pdf and all text is above 5pt.**
See page 34 & 15 of our file supply guide.
- **Overprint is used correctly.**
See page 28 of our file supply guide.
- **All colours including Pantone and Spot colours are converted to CMYK.**
See page 6 of our file supply guide.
- **All images are converted to CMYK and the maximum ink coverage is 275% (The sum of CMYK).**
See page 18 of our file supply guide.
- **All images are high resolution and 300dpi at 100%.**
See page 18 of our file supply guide.
- **For black text use 100% black only. For large areas use Rich black 40% Cyan + 100% Black.**
See page 10 of our file supply guide.