

Please send this checklist with your artwork

**Contact details**

Company name

Contact name

Telephone

File name for your artwork

Your sales representative

**Artwork sending method**

On CD Rom

Via email (small files only)

Via [www.yousendit.com](http://www.yousendit.com)

Other (specify)

**Artwork**

The source file was made in (Name and version of software)

Mac

PC

No components of this artwork were made in Microsoft Publisher, Word or Powerpoint.

All components of the artwork have been prepared in CMYK colour space

Artwork is set up at actual size in this file

Bleeds have been included

No photographic images are in JPEG or GIF format

All photos are at 300dpi

Trim and registration marks have been included

All fonts have been embedded as vectors

Conversion to PDF was in Adobe Acrobat Pro version 7 through the print as a "Press quality" file

If Pantone colours are required, please stipulate colours

Pantone colours have been matched by CMYK, not RGB for the correct paper style

The file is 100% perfect and ready to print