

ARTWORK GUIDELINES

www.brookfieldsigns.co.uk

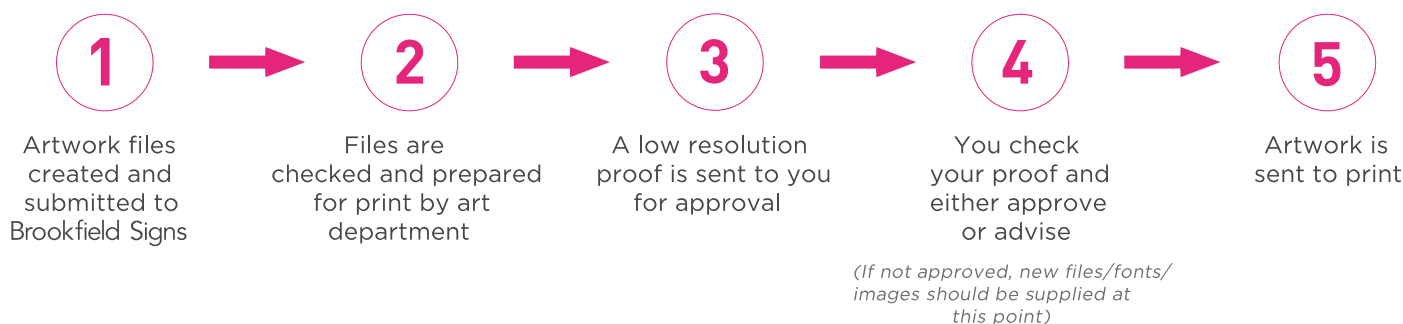
Tel: 01455 234123

Email: brookfieldsigns@gmail.com

To help us speed up your order process, please consider these guidelines before sending artwork to us.

Your order may be delayed if artwork does not meet the guidelines.

Artwork submission process



We will let you know at the earliest opportunity if your files are not suitable.

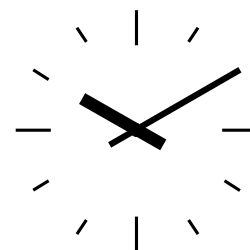


If you have any queries regarding the preparation of your artwork please call us for friendly practical advice on **01455 234123**

Artwork charges

We can offer a full artwork production service if required. Ask our sales team for more information.

0 - 15 mins	FREE
15 - 30 mins	£15
30 - 60 mins	£30
Up to 2 hours	£60



Artwork set up

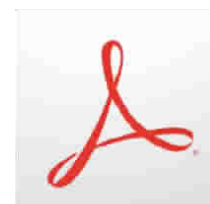
Templates

You must supply all artwork set up to the matching product template. This way you can make sure you are working to the correct scale and dimensions. You can obtain templates from either our website or your sales contact.

Bleed

Artwork must extend 3mm beyond the edge of the product template. This is required on all products except Flying Banners. Flying Banners need 5mm bleed.

Software & file types



Our preferred file type for artwork submission is an editable, uncompressed PDF.

We can also take files compatible with Adobe Illustrator, InDesign and Photoshop (.ai, .indd and .psd).

All images should be embedded into the file. They should be supplied at 300dpi, 100% scale and in CMYK.

Colour output

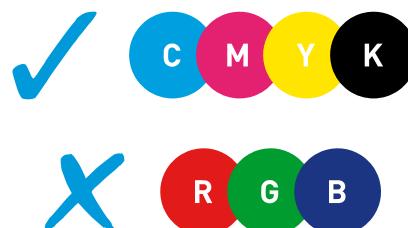
All full colour artwork files should be set up as CMYK.

Please remember to:

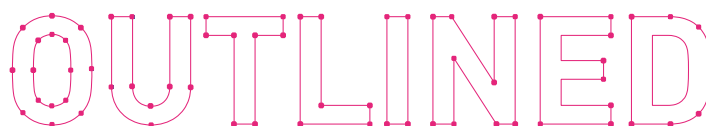
Convert all RGB images and colours to CMYK.

Convert all spot colours to process CMYK for digital printing. Please note Pantone matching **cannot** be guaranteed for digital prints.

Specify Pantone colours if your job has been costed for screen print in spot colours.



Fonts and images



Convert text to outlines

To prevent font from disappearing, please make sure all text in your document is converted to outlines. This can be done by selecting the drop down menu 'Type' in Illustrator and InDesign, then clicking 'Create Outlines'. If this is not possible, please supply the font files separately as either a **.ttf** or **.otf**.

Resolution

Any pixel-based images in your artwork should either be embedded or supplied with your files. They should be supplied at a resolution of 300dpi and at 100% scale, as this prevents the final print looking pixelated.

We strongly recommend checking your images in hard-copy. They may look different on screen when compared with print.

Images should be saved in one of the following formats: **.tiff, .jpg, .psd or .pdf**.

Getting your artwork to us



Before sending your artwork, please check it complies with all guidelines.

Don't forget to check your spelling too!



Under 5mb?

Please send it directly to your sales representative by email



Larger files?

We recommend our web transfer
<https://brookfieldsigns.wetransfer.com>



By post:

Send CDs/DVDs/USB Flash Drives to us:
Brookfield Signs & Graphics Ltd
Unit D1 Sketchley Meadows Ind Est,
Hinckley ; Leics LE10 3EN