1. FILE FORMAT - we prefer jpg but can take other universal graphic files such as BMP, TIF, WMF, and PNG.

2. RESOLUTION - the files should be 300 DPI to ensure optimal print quality.

3. BORDER SPACE - there should be a 3mm back border left between end of label content and edge of label to ensure text does not get cut off.

4. BACKGROUND - ideally the background of your labels should be white. If you wish you can have a lightly coloured background. The reason for this is that full colour background on labels will slow the printing process down.

5. BORDERS - you can have borders on your labels if you wish. However please be aware that the printer we use is essentially a high spec ink jet. As such the labels may not line up exactly each time.

6. COLOUR - preferable CMYK, but RGB will work too.

7. SIZES - The files we receive should be:

- Small Flats: 709px x 897px at 300DPI (that's 60mm x 76mm)

- Medium Flats: 768px x 1300px at 300DPI (that's 65mm x 110mm)

- Large Flats: 970px x 1655px at 300DPI (that's 82mm x 140mm)