* Minimum of 3mm internal and external bleed for all files except presentation folders, which require a 5mm bleed.
* Artwork is set using CMYK colors except for email and web templates/documents.
* All rich blacks are set to C = 40%, M = 0%, Y = 0%, K = 100%. Excluding web documents.
* All fine black text is set to C=0%, M=0%, Y=0%, K=100% and is set to overprint. Excluding web documents.
* All fonts are outlined (converted to curves) or embedded.
* All links are embedded.
* Total ink coverage in your artwork does not exceed 300%.
* All lines in your artwork are at least 0.3pt wide (all text at least 6pt).
* All borders in your artwork are at least 5mm wide.
* All images in your artwork are 300dpi when placed at 100%.
* Sizes:
  + Business Card: 90 x 55mm
  + Letterhead & Follower A4: A4 (210 x 297mm)
  + Invoice A4: A4 (210 x 297mm)
  + With Compliments Slip DL: DL (210 x 99mm)
  + Envelope plain & window faced DLX: 120 x 235mm
  + Email Template: no restrictions
  + DL Plain Greeting Card: DL (210 x 99mm)
  + A4 Presentation folder: standard
* Artwork contains trim marks, excluding web documents.
* All lines in your artwork should be at least 0.3pt and all text should be at least 8pt using a non narrow, non ultra light and non thin font.
* Please ensure all borders are a minimum of 5mm wide.

Stationary Information:

Nspire Marketing & Design

Address: 32 Endevour Road, Hillarys WA 6025

Web Address: www.nspireM&D.com.au

Business Card Information:

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