



ARTWORK GUIDELINES

HERE AT CATCH MEDIA, we pride ourselves on providing the highest customer service. To ensure we can offer this exceptional level of service, we kindly ask that you work within our guidelines, enabling us to provide shorter lead times and a faster turnaround of your product.

If your files do not follow these guidelines, **they will be rejected**. All artwork received less than **48 hours** before collection/delivery will be sent to print without approval. We supply a PDF visual to you before printing.

SETUP

- No overprint in your files - this can cause elements of your file to drop out when printed.
- If your files have crop marks/printer's marks, **these will be printed**.
- If you require bleed, please ensure this is included in your file and let us know how much is needed.
- Please make sure all text is outlined or the fonts are supplied.
- Please embed all images or provide links with your files.

SIZE / QUALITY

- Minimum of **75dpi** at full size (if your file is to scale, scale dpi accordingly e.g. **750dpi at 10%**)
 - Please supply logos as vector files where possible
 - Don't use compression on images when exporting files from InDesign.
- Artwork is to be set up at the required size OR a reduced scale (let us know what scale your artwork is set to)
- The maximum file size we accept is **2GB**.

COLOUR

- Please supply files in **CMYK**
- Files should be set up using **FOGRA 39** colour space
- If your document contains assigned Pantones, we will automatically print to the closest match possible. Please advise if you need us to assign Pantones.
- Black should be set up as **CMYK C30 M30 Y30 K100** otherwise they **will not print** as rich black.

WE WILL TAKE NO RESPONSIBILITY FOR COLOUR INACCURACY IF YOU DO NOT SUPPLY US WITH REFERENCES/PANTONES.

FILE TYPES WE ACCEPT	FILE TYPES WE CANNOT ACCEPT
PDF	Microsoft Word
EPS	Microsoft Excel
Illustrator (.ai)	Publisher
Packaged Indesign files	Powerpoint
High-resolution TIFF	PNG
CDR/DWG files	GIF
	JPEG
	PDFs exported from Indesign with compression

FINISHING

Please let us know if you require items to be profile cut, have white Ink, be double-sided etc, as these will alter how we set your artwork up for print.

If you require your item to be profile cut, you either need to supply your artwork as a vector OR with a vector cut path.

If you require any other help, please feel free to contact us

Phone: +27 (0)21 555 3070 - Email contact@catchmedia.co.za