



Job Title

Tingleman job number **CH**

CONTACT DETAILS

Company name

Contact name

Telephone

Graphic designer's name (if different from contact name)

Graphic designer's telephone number

Any unusual particulars and instructions related to this file:

Note: Tingleman works exclusively with press quality PDF files. InDesign and other source file formats must be converted to Press Quality PDF files before they are uploaded and supplied to Tingleman for proofing.

Please make sure you can tick the following:

You have fully spell checked every word in your artwork

The file/page size is the exact physical size your end product will be

You have included crop marks exactly where the document should trim, as well as correctly placed folding marks (if required)

Any colours/pictures that run to the edge of the page have 3-5mm bleed overhang (that is, 3-5mm past the crop marks)

Any images included in your artwork are 300dpi CMYK images. Images should not be over 350dpi

The entire document and any picture elements in the document are in CMYK, not RGB, unless there are spot colours required for the job

You have used the press quality default setting when you set up this press ready PDF file

Any foil or UV highlight artwork is supplied in the exact size and positioned on pages that are the same size as the artwork layout for the

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ONCE SAVED, YOU CAN UPLOAD IT ALONG WITH YOUR ARTWORK**