

## Artwork Supply Checklist

Please check through the list below before sending your design files to us. Compliance with these requirements will ensure a smooth transition from artwork to a final printed result. Non-compliance may result in unexpected delays and the possibility of additional charges.

### File Format

Artwork files must be supplied in **vector** format and saved as an Adobe Illustrator (ai), pdf or eps file. We do not accept artwork in Microsoft Word, PowerPoint, Corel Draw or any file format from non-graphics programs.



Any photographic elements must be **embedded** or supplied as separate linked high resolution Photoshop documents (psd), tif and jpeg files. A scan or low resolution image saved as an artwork file cannot be used as finished artwork. All files are to be supplied via email or file transfer link.

Programs	File Formats	Comments
Illustrator	ai, pdf, eps	Always supply all placed/linked files & fonts
Photoshop	psd, eps, tif, jpeg, pdf	All images should be at least 300 dpi (at 100% scale)

### Information you need to supply

- Product Type e.g. coffee cup, plastic bag, paper bag etc.
- Product dimensions / Size
- Material or film colour
- Print colours provided as coated or uncoated Pantone values
- A rough diagram to show artwork layout if separate elements are supplied
- Samples of the existing product or designs that you would like us to follow

### Die lines and artwork preparation

We can supply you with the appropriate design template(s) if you wish to apply your artwork to the die lines. Alternately, please provide your separate artwork (vector) elements along with a diagram/description of how you would like your artwork laid out and we will prepare your design for you. Do not include trapping on your artwork. Our suppliers will apply the appropriate amount of trapping based on the print method, material and print colours

### Charges

If artwork files cannot be supplied in a suitable format, the artwork can be recreated by our graphics team. Any charges for design preparation will be advised once the artwork has been approved. Charges are determined according to the number of working hours required to complete your artwork.

For more information please contact your Huhtamaki TP Sales Representatives.

### Type and line elements

- No type smaller than indicated in the table
- All type must fall within the printable area indicated on the artwork die lines
- Supply all font files or convert text to outlines

Minimum pt size	Positive type	Reverse type
Illustrator	6pt	8pt
Photoshop	4pt	6pt

- No rule width less than indicated in the table
- Any borders to be no less than 1.5mm in thickness

Minimum rule width	Positive rule	Reverse rule
	0.15mm	0.3mm

### Colour

- All Pantone colours must be clearly indicated in the in the information panel
- All black drop shadows must be black only (not made up of 2 or more colours)
- No white objects set to overprint
- Where possible please avoid using gradients and tints
- In some instances CMYK values may be permitted. Please check with our graphics team

### Linked images and embedded files

- Any photographic elements must be embedded or supplied as separate linked high resolution psd, tif and jpeg files
- All images must be 300 dpi or greater at 100% scale
- Ensure there are no RGB pictures used

### Final file preparation

Once you have checked the above guidelines have been followed, remove all unused layers from the final file. Our preference is that you supply a PDF version of the artwork along with an Ai file that has all text converted to outlines. Please clearly name your files.

### Our graphics team

If you have any concerns about this checklist or have any further questions regarding artwork preparation, please contact your sales representative. They will refer your inquiry to our graphics team. Our graphics team can ensure your design is perfectly in line with your current branding or create a whole new look for a new campaign.

For more information please contact your Huhtamaki TP Sales Representatives.