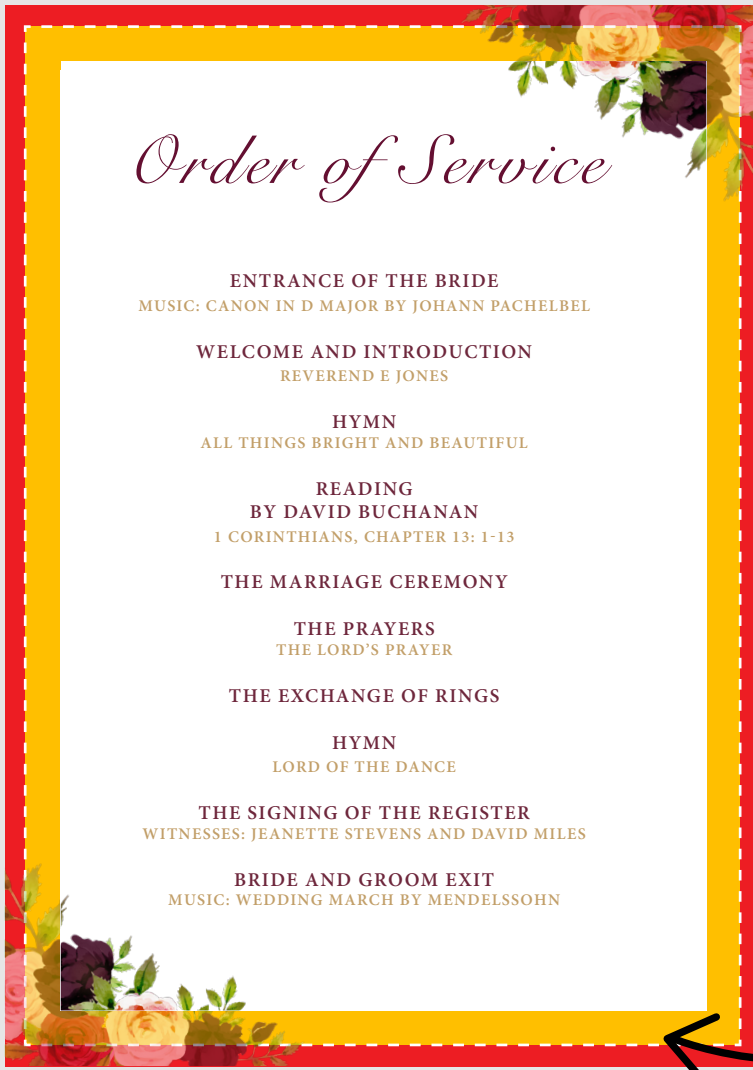


# Flat Order of Service

supplying guide for flat order of service



## Flat Order of Service Checklist

- ✓ Artwork is 300dpi
- ✓ CMYK Colour profile
- ✓ All fonts embedded
- ✓ Supplied at 100% scale or at a reduced size which scales up proportionately

Your images must extend over the bleed!

### **Bleed (3mm)**

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document. Note that this 'bleed' will be trimmed during the finishing process so ensure that no important details are set up to print in this area.

### **Safe Area (5mm)**

It is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

## Need more help?

We have a range of templates for you to choose from!  
You can find them at the bottom of each product page.