

## File Requirements

- Files are supplied as Print Ready PDF
- PDF with crop marks no registration marks and color bars.
- All files to be CMYK, not RGB
- All fonts are embedded or converted to curves or outlines.
- Embed all images and elements
- Files to be 100% scale unless otherwise specified
- If bleed is required, please include 3mm bleed on all edges.

We recommend that all text and images are kept within the "safe zone" of the page, as during the trimming process variations of up to 2mm can occur. To do this, keep all text/ images at least 5mm away from the finished size.

## Resolution

- Please ensure all graphics and images are in their final size (100%) and correct resolution is at least 300dpi.

## Pantone Colours

- If required Pantone colours must be supplied from the PANTONE+ Solid Coated library

## Sending Us Your Files

- Over 10MB files send via secure file transfer service or share with Google Drive at [info@dpsdesign.com.np](mailto:info@dpsdesign.com.np)