We can accept all common professional graphic software formats (JPEG, TIFF, EPS, PDF etc). These do NOT include Microsoft Word, Publisher or Powerpoint files. If these are the only options you have please call for advice.

For PIXEL based software such as PHOTOSHOP your file should be saved at least 300dpi at the actual print size plus 3mm bleed (72dpi is only sufficient for internet use). For single colour prints please supply a greyscale TIFF. For multicolour prints please supply a layered PSD with each colour on its own layer, named as its intended print colour. Always accompany these files with a JPEG or PDF showing the design in colour.

If you are supplying a working file from QUARK or INDESIGN please endeavour to supply us all the fonts and images used. Alternatively you can provide us with a high res PDF with 3mm bleed and all the images in CMYK mode.

For VECTOR based software such as ILLUSTRATOR files should be saved in the EPS or PDF format with 3mm bleed. Please convert all type to outlines (aka paths or curves). Artwork should always be supplied at its actual print size. Pantone solid coated or uncoated spot colours should always be used unless printing CMYK (full colour). If white is one of your print colours it is advisable to substitute a pale spot colour named "Print White", or to present your design against a dark background.

By following these guidelines your print work can be processed quickly and artwork charges can be avoided. We would prefer artwork to be supplied digitally. You can send it by post on a CD or DVD. Please include a printed colour proof so we can check that your file has not been corrupted or altered on our system. Artwork upto 10Mb can be sent by email to artwork@missionprint.co.uk Please include a JPEG/PDF colour proof with your email.

USING BLACK CORRECTLY - if using black as a fill colour in a CMYK design and you want to reproduce a strong dense black please make sure the black in your file is made up of 30% Cyan, 30% Magenta, 30% Yellow and 100% K (Black).

TEXT - Any text must be at least 3mm away from the edges of the trim size and if using black for small text please ensure it is made up of 100% K (black) only and set to Overprint. Pease convert all text to outlines (aka paths, curves) where possible. Minimum suggested point size is 6 point for readability.

DIE CUTTING - if die cutting is involved please supply your required cut line as a 0.25mm Magenta stroke set to Overprint and on a separate layer. Please include 3mm bleed outside the cut line.

SPOT UV / FOILS - if you require either of these options please select a spot colour and name it UV or FOIL and assign it to relevant artwork, always set to Overprint.

ARTWORK FOR BOOKLETS / BROCHURES - please supply as a PDF file with 3mm bleed and as single pages in reading order.

OVERPRINT ISSUES - Please supply all artwork set to overprint rather than knockout unless instructed otherwise. We will usually set all trapping in house.

If you are unable to meet these requirements you may incur an artwork charge. This is charged at £25:00 p/hr. Please feel free to call or email for advice no matter how basic, we are here to help.