



A.J WELLS
ARCHITECTURAL ENAMEL

supplying your artwork files

EMAIL

If your file is less than 10MB then you can email it direct to your **A.J Wells Project Manager**. Please remember to quote your order number.

FTP TRASFER

For files of any size, you can upload your artwork using our FTP server. Our dedicated server will allow connections from any FTP software or windows browser. Speak to your **A.J Wells Project Manager** to receive a username and password for our FTP site. Then enter: **ftp.ajwells.co.uk** into your windows explorer window (not web browser) and the username and password that you were given.

You will have guest access to create new folders and upload files. Please create a folder with your company name, order number or job reference and drop the files into that folder. Be sure to email your **A.J Wells Project Manager** to let us know when your files are sent.

YOUSENDIT.COM

For files up to 50MB you can upload them via **www.yousendit.com** free of charge. Send your file to your **A.J Wells Project Manager's** email address and in your message reference your order number or company name.

DISC

Post a disc to us at the address below. We strongly recommend you use recorded or special delivery. Please label all disks clearly with your company name, order number or job reference and enclose an SAE if you require the disc to be returned. We do not keep discs so please ensure you have made a back up before you send it.

If you have any problems with sending us your artwork please dont hesitate to call us on:
+44 (0)1983 537766



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**WE REQUEST ALL ARTWORK SENT TO US IS
FINAL AND FULLY PROOFED READY FOR PRINT.**

This document will assist you in preparing your artwork correctly to avoid any delays in producing your order. Please read through these points carefully before sending us your artwork.

- We currently work with Adobe CS6 (PC and MAC) and Corel Draw 14 (PC). Any artwork saved as a higher version must be back saved.
- It is required that all files are set to work in millimetres.
- All images must be supplied in CMYK format.
- All files must be actual intended print size.
- Please supply a PDF version of each file for visual reference.
- All shapes and text within the file must be converted to outlines.
- All print ready artwork needs to be packaged, ready for output. Every linked file including fonts (if not outlined) must be included in the final job folder. Failure to include these files will result in a printing delay and can affect the delivery date of the finished project.
- All solid colour graphics (such as logos or shapes) must be in vector format and include Pantone references for colour matching.
- All four colour images should be set to a minimum resolution of 150dpi - ideally 300dpi.
- Where applicable, layers within files must be logically named.
- Files must be as tidy as possible. For example no duplicated shapes or unused/unseen information
- Artwork to be printed onto a tray panel must have its overall dimension sized down by 14mm to create a 7mm print margin on the face of the panel.
- If you are using any extensions or plug-ins essential to the layout of the finished document please include these with the files to avoid any layout problems during the print process.
- It is advisable to save an image as a JPEG to reduce file size. Use a 100% (level 12) quality JPEG or save as a compressed TIFF file (LZW). Please be reasonable with file sizes and consider the intended viewing distance of the final product. Excessive file size and resolution can cause unnecessary delays
- Colour proofs can be supplied upon request.