

# Printing and Artwork Terms and Conditions

## Offset Printing Turnaround

Turnaround time for offset printing is 7-10 working days from the time the final artwork has been submitted or approved. If you require the goods to be delivered before the standard date of delivery, additional charges will apply. These dates must be specified upon quotation to provide accurate pricing and turnaround times.

**Please Note:** Please check carefully the quantity, price, stock, colours, folding, size, finishing etc. on the quotation provided before proceeding to ensure no errors occur. If there is anything you are unclear about, please discuss it with one of our sales team.

## Digital Printing Turnaround

\*24 hour turnaround means, if an order is placed at 10.00am Monday the goods will be delivered by 10.00am Tuesday. This is not a same day service. Service applies to Monday to Friday only. The artwork must be at a print ready stage to qualify for this service. Minimum purchase is \$250.00 Inc.GST. This is a premium service and is charged accordingly, incorporating the total printing and delivery charges (Sydney only), this ensures you receive the goods within the 24 hour time frame.

\*\*48 hours means, if an order is placed at 10.00am Monday the goods will be delivered by 10.00am Wednesday. Service applies to Monday to Friday only. The artwork must be at a print ready stage to qualify for this service. Minimum purchase is \$50.00 Inc.GST. This is a premium service and is charged accordingly, incorporating the total printing and delivery charges (Sydney only), this ensures you receive the goods within the 48 hour time frame.

Standard turnaround time for digital printing is 5-7 working days from the time the final artwork has been submitted or approved. If you require the goods to be delivered before the standard date of delivery, additional charges will apply. These dates must be specified upon quotation to provide accurate pricing and turnaround times.

**Please Note:** Please check carefully the quantity, price, stock, colours, folding, size, finishing etc. on the quotation provided before proceeding to ensure no errors occur. If there is anything you are unclear about, please discuss it with one of our sales team.

## Delivery

All prices quoted by [www.cheapprinting.com.au](http://www.cheapprinting.com.au) are inclusive of a delivery charge. This only includes delivery to Sydney and surrounding suburbs. Country areas and other States and Territories will cost extra.

## Artwork

### 1. Supplied Files

[www.cheapprinting.com.au](http://www.cheapprinting.com.au) only accepts completed, electronic artwork which must be press ready. PDF files are the only accepted file format as they are the easiest way to send us your files electronically. The file sizes are much smaller than the program it is originally created in and the files are complete (with no missing fonts and images) also providing correct colour management for the printing process whether it be offset or digital. If any changes to supplied artwork need to be made, further artwork charges will apply.

A PDF proof will be sent to you via email. If you are having trouble viewing our files, you can download Acrobat Reader for free from [www.adobe.com.au](http://www.adobe.com.au) and this will allow you to view the PDF .

The following is a list of things that must be completed before making your final PDF file(s).

1. Convert your text to paths, curves or outlines.
2. All images must be in CMYK at 300dpi (120dpcm).
3. Make sure all colours are nominated correctly as PMS or CMYK. For PMS jobs leave the colour setting as a native file when creating the PDF.
4. We require all supplied artwork to have the correct document sizing. These sizes are as follows;

<b>BC</b>	Trim Size - 54x90mm	Bleed Size – 58x94mm
<b>DL</b>	Trim Size - 98x210mm	Bleed Size – 102x214mm
<b>DL Envelope</b>	Trim Size - 210x110mm	No Bleed
<b>A5</b>	Trim Size - 148x210mm	Bleed Size – 152x214mm
<b>A4</b>	Trim Size - 297x210mm	Bleed Size – 301x214mm
<b>A3</b>	Trim Size - 297x420mm	Bleed Size – 301x424mm
<b>A2</b>	Trim Size - 420x594mm	Bleed Size – 424x598mm
<b>A1</b>	Trim Size – 594x841mm	Bleed Size – 598x845mm
<b>A0</b>	Trim Size - 1189x841mm	Bleed Size – 1193x845mm

Text should be a minimum of 2.5mm away from the trim marks on business cards. All other documents should be at least 7mm away from the trim marks.

All supplied files can be uploaded to our ftp site via [www.cheapprinting.com.au](http://www.cheapprinting.com.au) or emailed to [sales@cheapprinting.com.au](mailto:sales@cheapprinting.com.au). Alternatively a disk (CD, DVD or Floppy) can be posted to PO Box 142, Casula NSW 2170.

**Please Note:** Files over 5MB in size may not transmit via email successfully. In this case please upload to our ftp site or mail a disk. Low resolution PDF's will not be accepted.

## **2. Artwork Created by [www.cheapprinting.com.au](http://www.cheapprinting.com.au)**

Prices quoted will include initial design, changes and files prepared for final output. Amendments or re-design of any part of the job required that is not stated in the quotation provided will incur additional charges. Please be thorough in your brief to our designers as to avoid any miscommunication and/or delay in finalising your artwork job(s).

## **3. Approval of ALL Artwork**

The following information must be checked carefully before the job(s) can proceed. All artwork MUST be approved in writing, via email or fax before [www.cheapprinting.com.au](http://www.cheapprinting.com.au) can proceed with any job. This applies to supplied artwork and artwork created by [www.cheapprinting.com.au](http://www.cheapprinting.com.au)

Please make sure all the following items are correct, to include, but not limited to:

- a. Spelling – even if text has been supplied by you and is assumed correct
- b. Names and titles
- c. Addresses
- d. Phone numbers
- e. Email and websites
- f.. All body text – especially product specific information
- g. Colours and Design Layout – If you uncertain about either of these please consult the designer before proceeding.

It is the sole responsibility of the client to review all final material including document sizing, layout, text area, bleed and colours before approval.

**Please Note:** Whilst every care is taken, [www.cheapprinting.com.au](http://www.cheapprinting.com.au) cannot be responsible for any errors on final output generated by you or the software you have used to create the file. If there are errors in this file and the job is printed, after artwork has been approved, ***the financial responsibility of the re-print will be with you and/or any other costs incurred.***

## **4. Colours**

Colours may vary. The PDF you view on your screen will be similar to the final printed product but not exactly how you see it. Offset and digital printing use certain processes to produce printed materials, this cannot be emulated on a monitor or desktop printer. They all vary in the way they display colour, so if you *are* concerned about any colour requirements you may have please feel free to ask one of our designers to help you choose colours that will help provide an optimal outcome. When choosing PMS colours, the Pantone swatch guide is accurate in displaying what the final printed colours will look like.

Also colours will vary slightly from job to job. This means eg. business cards may look slightly varied in colour to the flyers when printed because of the processes it may go through like thicker or thinner paper stock, glossy paper and cello-glazing. Also previously printed jobs will vary from jobs currently being printed. There are many factors as to why this occurs, but if you do have any concerns with matching colours to a previous job, please talk to one of our designers and provide us with the printed copy you were happy with and we will endeavour to match the colours to the best of our ability (this mainly applies to CMYK jobs).

## **Payment**

50% deposit or full payment is required prior to all printing jobs proceeding. After the quotation is approved an invoice will be issued with the preferred payment methods and details. Confirmation of payment by fax or email is required before any job(s) can proceed. The balance of payment (if applicable) is required before or on the final delivery of goods.

**Please Note:** If you have approved the quotation and/or artwork, but we do not receive a confirmation of deposit or full payment, your job will not be printed.

## **Return/Refund**

Whilst every care is taken, [www.cheapprinting.com.au](http://www.cheapprinting.com.au) cannot be held responsible for any errors on final artwork generated by you, or the software you use in creating files for output. The final check before we receive your files is your responsibility. Printing errors will result in replacement or refund.