

I. Creation of printing files - Please also note the product-related information on the templates.

We require **print-ready PDF X3** files. These are best created using Adobe Distiller (small data volume). Colored data must be created in **CMYK**, black and white data in **grayscale** (8-bit channel). Special colors can be printed according to **Pantone Solid C/U color guide**. HKS is not possible. **PSO coated V3** (available at www.eci.org) should be used as color profile.

It is important that the data must be created **with bleed** (either 3 mm or 5 mm all around). Ensure that images / texts / motifs have at least 3 mm - preferably 5 mm - **distance to the cutting edge**. For stickers, a distance of 2 mm is sufficient. Please create the data with **crop marks** (outside the print motif plus bleed).

A **total ink coverage** of 300% should NOT be exceeded.

The **resolution** of color and grayscale images should be 300 dpi (image format: TIFF), line art should be 1200 dpi (image format: bitmap - better: vector path). If you use **transparencies**, please select the medium resolution for transparency reduction when outputting the PDF.

Fonts should always be converted to paths or embedded in the PDF. We recommend that fonts should not be smaller than 6pt. We recommend the following **minimum line thicknesses**: 0.1 mm positive / 0.15 mm negative - for all motifs / texts.

Color values below 5% may break down completely or partially in printing - we have no influence on this. CD label for screen print: Tone values below 15% / above 85% may break away or run during printing.

Barcodes / qr codes should be created 100% K on white (0/0/0/0) to ensure that they are scannable after printing. Preferably as a vector path or as a bitmap with 1200 dpi. Barcode stickers that are intended to cover printed codes must be at least 3 mm larger all around than the printed version.

White motifs must knockout to ensure correct printing.

Small black motifs in CMYK should be created 100% K overprinting.

This does not apply to printing with spot colors. When used in combination with spot colors, all colors should knockout.

Black areas should contain 60% C or M in addition to 100% K. Otherwise, they may appear glazed / grayish.

Please create the document format according to the dimensional drawings.

Templates used MUST be removed from the print data.

The desired product specifications (special number, colors, material, varnishes, etc.) should be noted in your order.

Always deliver **booklet pages** as single pages (exception: posters).

Opaque white for **printing on foil lamination** must be included in a document together with CMYK colors.

Opaque **white for transparent stickers** must be created as follows:

100% cyan defined as a spot color with the name "White," set to overprint.

Hot foil stamping motifs – together with printing inks on a document:

The hot foil motif must be created as a vector path.

It should be coloured as a special colour 'hot foil stamping' with 100% coverage overprinting.

2. General information about data / printing

Please only send us data, that should be printed, as a PDF file.

No original files – only copies.

We require one PDF per product – for example: inner pockets for PL 1 and PL 2 = two separate PDFs.

Labels can all be sent together in one PDF. Each label is one PDF page.

If you do not use page numbers for multi-page booklets, please note these outside the print motif plus bleed.

Legal information:

The data supplied is checked by us in-house for technical aspects (not content).

We cannot accept any liability for defects in printed products caused by failure to comply with our specifications.

These specifications are part of our General Terms and Conditions and are accepted when the order is placed.

General – printing + finishing:

Printing is carried out in collective forms (mass printing). This means that accurate colour reproduction or optimisation of a single title is only possible to an approximate degree. The defined tolerances of the ISO and DELTA E values according to the specifications of the BVDM / FOGRA apply.

During print finishing, trimming, offset during stapling or gluing of +/- 1 mm is unavoidable. Please take this into account when designing the layout and page margins.

Data corrections by P+O

In some circumstances, incorrect data can be corrected by us.

Processing of your data by our media department will incur additional costs of at least 25.00 €.

The hourly rate for work carried out on your behalf is 100.00 € per hour.

Corrections are charged per quarter of an hour or part thereof.

If we require corrected print data from you, please send us **ONLY** the corrected data again.

Each new data transfer incurs additional costs due to the checking process.

Colour-accurate proofs:

A colour-accurate proof is not absolutely necessary for printing.

As we use mass printing processes, it is only possible to a limited extent to match your data to a colour-accurate proof during print.

On request, we can provide you with colour-accurate proofs at an additional cost.

We will be happy to inform you of the cost upon request.

If you would like to send us colour-accurate proofs, please note the following guidelines:

Two proofs should be sent for each product to be approved. They should be sent to us together with your order and the data. The proofs must be created using the latest data.

As the various printed materials may be printed by different suppliers, it is advisable to only include one printed material per proof.

A proof is colour-accurate if it contains the **current media wedge** (according to FOGRA) and the **ISO reference sticker**.