



*the* Magic  
Book





## ***Spektrum Contact Details***

### **Quote department**

Tel: 012 548 2266 (ext.212)

Fax: 012 548 6993

email: [quotes@spektrumprint.co.za](mailto:quotes@spektrumprint.co.za)

### **Design and repro department**

Tel: 012 548 2266 (ext.202)  
012 548 4872  
012 548 2166

Fax: 086 524 3186

email: [spektrumf.f@mweb.co.za](mailto:spektrumf.f@mweb.co.za)

### **Accounts department.**

Tel: 012 548 2266 (ext.211)

Fax: 012 548 2266 (ext.213)

email: [orders@spektrumprint.co.za](mailto:orders@spektrumprint.co.za)

### **Additional contact no.**

Tel: 012 548 2333

Tel: 012 548 4932

# The NEED TO KNOW about PRE-PRESS

## 1. QUOTATIONS

Spektrum will only start with a job once we've received a signed/approved quotation or an order.

## 2. JOB CARDS

It is essential that the client fill in a Job card for each job before we can proceed with the job.

2.1 If a client have emailed artwork, it is the client's responsibility to contact the repro department to confirm whether we've received it.

2.2 Only after a jobcard is filled in, will/can the repro department at Spektrum proceed with designing, proofs and plates.

## 3. ARTWORK AND FORMAT

3.1 Only FINAL PDF files are accepted.

3.2 Quotations are estimated on final and correct artwork. We will gladly do changes for you, but you will be charged at our hourly rate.

3.3 Additional costs will be charged for conversions to PDF (if possible).

So please make sure that your artwork is 100% PRINT READY as it will

*speed up production.*



#### 4. GUIDELINES TO A PERFECTLY PRINTED JOB

Use the following as guidelines for designing and having a perfect end result.

##### 4.1 BLEED

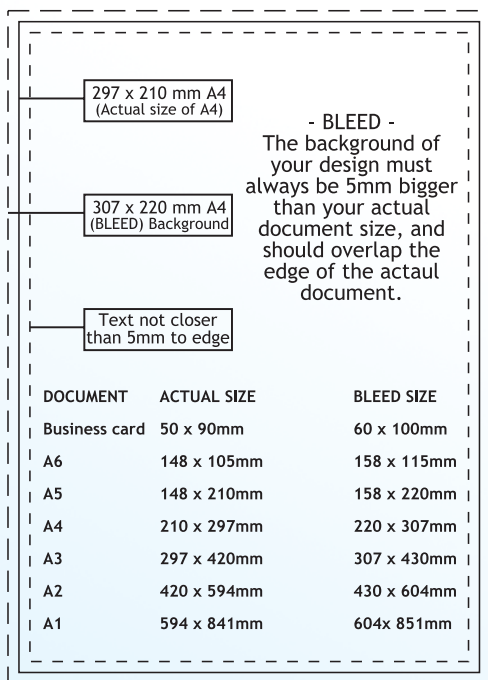
It is essential for artwork to have bleed, no job will be printed without bleed.

WITHOUT BLEED  
✗



WITH BLEED  
✓





5mm Bleed: Only the background of your artwork should always be 5 mm larger than your actual page size. e.g.

*If your page size is A4 (210 x 297mm) your background or images that's on the edge of a page should overlap the actual page by 5mm which means that your background's size will be 220 x 307mm.*

#### 4.2 TEXT / FONTS

All text / fonts should be converted to curves/paths.

#### 4.3 IMAGES / PHOTOS / PICTURES

All images should be 300dpi and CMYK (not RGB).

#### 4.4 FULL COLOUR

A full colour job is made up out of four colours (CMYK), which is then re-produced into 4 plates to make-up a full colour job.

#### 4.5 SPOT COLOUR

If a client wants to print only in one, two or three colours - he/she should use spot colours e.g. Pantone colours.

## 5. PAGE LAYOUT

5.1 If you provide us with artwork for newsletters, magazines or any other book format - **PLEASE DO NOT IMPOSITION THE BOOK** - provide us with single pages in the correct order from page 1 ... etc.

## 6. PROOFS

All quotes are estimated on one set of colour proofs, thereafter all other proofs will be charged additionally.

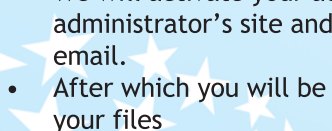
Please note that no JOB will leave the repro department for plates/printing without approval / signature of the client.

## 7. E-MAILED ARTWORK

- If the artwork exceeds 6meg - it should be uploaded onto our website (which has a capacity of 100meg).
- When e-mailing a book/brochure of 12pages and more - the file should be send in approximately 10 pages per mail to keep the file sizes as low as possible.
- Please confirm with Spektrum whether we've received your e-mailed artwork as well as files uploaded onto the website - bear in mind that we receive big workload that causes failure of copying (because it might be to full).

**REMEMBER - Spektrum will not proceed with any job without a job card and/or confirmation of your e-mailed artwork.**

## 8. UPLOAD ONTO OUR WEBSITE:

- Go to [www.spektrumprint.co.za](http://www.spektrumprint.co.za)
  - Register under uploads
  - We will activate your account from our administrator's site and send you a confirmation email.
  - After which you will be able to start uploading your files
- 

## CHECK LIST

◀ JOB CARD

◀ CMYK IMAGES

◀ BLEED

◀ 300DPI

◀ FONTS CONVERTED

◀ SPOT COLOUR

◀ CONFIRMED EMAIL





[www.spektrumprint.co.za](http://www.spektrumprint.co.za)