

# Countdown to your job . . . .

## IMPORTANT INFORMATION THAT CAN AFFECT COMPLETION OF YOUR PRINTING ORDER

*At the Minster Press all our customers are important.*

We want to provide the best service and support we can to complete your printing requirements on time and have successfully been doing so for 70 years.

We have a very large number of successful businesses on our accounts.

## TO OBTAIN YOUR JOB ON TIME!

*Please remember we always have a stream of work in various stages of production.*

**It is important that you do not leave your job until the last minute.**

*Please return the estimate as soon as possible, signed and with a deposit if indicated.*

***Please discuss with us the deadline for the job and help us by providing all relevant information, disks, graphics and hard copy that will allow us to progress your job as smoothly as possible. (Urgent orders by arrangement)***

## IF YOU ARE SUPPLYING ARTWORK THE MOST COMMON PROBLEMS ASSOCIATED WITH SUPPLIED DIGITAL FILES ARE:-

1. Missing or incorrect fonts.
2. Files defined with incorrect colour e.g. RGB vs. CMYK
3. Scans supplied in wrong file format.
4. Incorrect page setting or page setup.
5. Lack of or incorrectly defined bleed.
6. Low resolution or missing graphics.
7. Graphics not linked.
8. Resolution too low in customer supplied scans.
9. No colour or B&W proofs/hard copy supplied.
10. Unsuitable programme or version used for the type of job.

These and many other problems with supplied files will affect the completion and quality of your job.

Such problems can create time consuming and costly delays.

***Please discuss with us if you are unsure how to supply files***

Please understand that it may be impossible to meet your urgent deadline if any of the problems listed above exist and we are unable to schedule jobs for printing until we can see clearly that they are ready to print.

***. . . Please remember we want your job to be  
ON TIME, FIRST TIME - EVERYTIME and at the RIGHT PRICE!***

*Your co-operation is very much appreciated.*

**The Minster Press**

