

MATERIAL INSTRUCTIONS

MATERIAL FOR LAYOUT OR DESIGN WORK

WHAT TO REMEMBER WHEN SUBMITTING MATERIAL FOR LAYOUT OR DESIGN WORK:

1. A SHORT VERBAL DESCRIPTION OF THE FINAL PRODUCT

Give a short but detailed description of the desired final product, its specifications, content and look.

2. MATERIAL TO BE SUBMITTED

- text (e.g. a Word file)
- images as clearly named image files (e.g. JPG, TIF)
- logos and graphic elements in a vector graphics format (e.g. AI, EPS, PDF)
- any graphic guidelines and desired colours and fonts
- any references and templates

If you are ordering revisions to be made to existing material or you want us to use a layout template, please submit an InDesign package that includes an IDML file and all the necessary links.

You can request specific fonts, but we will charge you extra if we do not already have the fonts in our selection. Generally, we do not accept fonts submitted by customers. Custom fonts are an exception to this rule, if the customer transfers the right of use to Grano.

We can also use our stock photos for an extra charge.

3. SPECIFICATIONS

- Desired final product and format (e.g. printed product, electronic PDF, display ad, newspaper/magazine ad)
- Size (width x height in millimetres, digital material in pixels)
- Scope/page count
- Colours (coloured, black-and-white, any PMS colours)
- Proof delivery address (email)
- Final product delivery method or media and delivery address