



## Questions to consider when preparing artwork for your project...

### How do I supply my project artwork?

You can supply your artwork in PC format ONLY.

Artwork colours can be supplied with either CMYK or Pantone references.

*When setting up a file in CMYK, please provide PMS numbers where ever possible, for more accurate matching.*

### What Programs and Formats are supported by BSVC?

Adobe Illustrator EPS or AI

Adobe PhotoShop PSD (High Res), EPS (High Res) or TIF (High Res)

*NO JPEG FILES of finished artwork can be accepted*

Please make sure you supply all fonts outlined.

### How do you relay the colours I want?

Simply advise what PMS colours you require. An accompanying colour proof is preferable, as it enables us to match what you have in mind.

Our digital printers are set as close as possible to match 6 colour process imaging.

If colour matching to a supplied proof is required, a fee of \$125.00 + GST will be charged.

### What is the best way to save and supply artwork?

The best way to save your artwork is to make the minimum resolution size at least 300dpi (dots per square inch). Saved in proportion and at 10 percent of your desired finished size.

We accept artwork via e-mail. However if your file is over 4MB we suggest preparing a Zip file or CD.

If you are e-mailing artwork it can be sent to your account manager or a disc can be mailed to our Head Office at 5 Little Ryrie Street, Geelong, Vic 3220.

We can also accept artwork via our FTP server at [ftp.bestsign.com.au](ftp:bestsign.com.au). Please contact your account manager for access details.

### The BSCV artwork approval process

Once we receive your artwork, or if we make changes to your artwork, you will be sent a PDF file for your approval prior to printing/manufacture. This process will continue until written approval is received as we do not proceed with print/manufacture without this.

### What happens if changes need to be made to my artwork, or you don't have artwork to supply?

If you would like a member of the BSCV design team to make changes/alterations, re-design or create original artwork for you, this will be charged at a minimum of \$110.00 + GST per hour.

### Please Note

It is important to clarify the amount of art changes allowed for in your project cost as you may be liable for additional artwork fees should more work be required.