Get your artwork PRINT READY

To print your envelopes, we need your artwork to be 'print ready'. This means it needs to meet the below guidelines, with no adjustments needed in-house.

The guide below should be all you need to know, but if you have any questions please do give us a call on 01273 486026 and we'll be happy to help.

General Set-Up

Your document should be the same size as your chosen envelope. For example:

Envelope	Document Size		Envelope	Document Size
C6 Envelope	114mm x 162mm		DL Envelope	110mm x 220mm
C5 Envelope	162mm x 229mm		DL+ Envelope	114mm x 229mm
C4 Envelope	229mm x 324mm			

If in doubt, please double check with us for the dimensions of your envelope.

Colour Set-Up

1 Colour Print & Foil Block Printing

Please ensure the background area is in WHITE (even if your envelope is not white!). This represents the area that should NOT be printed.

Your artwork design should be 1 spot colour black (even if you are getting your design printed in another colour).Your design should be in position and to size, as you want it to appear on the envelope. Please also advise us of the exact Pantone colour reference you want us to print (e.g 2039 U).

Please ensure your file does not contain any CMYK or RGB elements.

2 Colour Print

Please ensure the background area is in WHITE (even if your envelope is not white!). This represents the area that should NOT be printed.
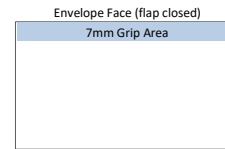
Your artwork design should be set with your 2 chosen colours as their correct Pantone reference. Your design should be in position and to size, as you want it to appear on the envelope. Please also advise us of the exact Pantone colour references you want us to print (e.g 2039 U and 387 U).

Please ensure your file does not contain any CMYK or RGB elements.

Full Colour Print

Please set your colour mode to CMYK. Your design should be in position and to size, as you want it to appear on the envelope.

Note: We need a 7mm grip area on the flap edge in order to print.
Please leave this area clear of artwork

Envelope Face (flap closed)
7mm Grip Area

Other Important Notes

If you are printing on a WINDOW envelope, please check the window position and avoid this area within your design, as we are unable to print on the window.

If you are printing on the flap, please set your file to the size of the whole envelope, with the artwork in the position as it would appear with the flap closed.

If your artwork **does not** run to the edge of the envelope, please **do not include a bleed**.

If your artwork **does** run to the edge, then please include a **3mm bleed**. It is also helpful to us if you include cropmarks (trim box should be to the size of the envelope).

If you have any text within your artwork, please ensure fonts are embedded. If this is not possible, you should convert the text to paths.

Check that all images are embedded into your document.

Please make sure that all rasterized artwork is created and saved at or above 300dpi

Please ensure you have full permissions to use any fonts and images. We cannot accept any liability for misuse.

If your design includes a Royal Mail PPI or Business Reply, it is your responsibility to ensure all details are correct and meet necessary guidelines.

We can only accept artwork provided as a <u>high-res PDF file type</u>.

Your Print Ready CHECKLIST

Is your document the same size as your envelope?	
Is your artwork in position, as you want it to appear on the envelope when printed?	
Is the colour mode set correctly for your type of printing? (1 colour/2 colour/full colour)	
Have you saved the file as a high-res PDF?	

All checked? I think you're ready...
Send your artwork by email to info@allcolourenvelopes.co.uk

All Colour Envelopes

If you have any questions please do give us a call on 01273 486026 and we'll be happy to help
The Print Team @ All Colour Envelopes