



Dear Valued Customer,

When sending through your file to our Allkotes team please ensure your artwork is in a PDF format with the following guidelines:

1. EVERYTHING to be spot coated must be saved in 100% solid black. NOT spot black, percentages of solids/vignettes or any other colours. Also include right reading emulsion up.
2. Files should be sent to [productionsyd@allkotes.com.au](mailto:productionsyd@allkotes.com.au) or [productionmel@allkotes.com.au](mailto:productionmel@allkotes.com.au) and the file/s should also be clearly labelled with the job name/number attached.
3. You must create outlines for all fonts/texts before saving file as a pdf.
4. All fonts/texts must be embedded in pdf and also saved in 100% solid black.
5. Cut marks must be in registration with the printed sheet cut marks.
6. There are to be no layers in the file i.e. the document needs to be flattened and there must be NO hidden layers or images in the document. This also includes any information not relevant to the spot process. i.e. (Knife lines, scores and fold impositions/layouts.)

It is important to note that your artwork is supplied to us using the above specifications. If your file does not comply with these specifications we may have production delays in producing your film and in turn your printed works.

We need your assistance in making this process work and if you have any questions please do not hesitate in contacting us.

Thank you for your co-operation.

Allkotes Production Team