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# artwork setup guidelines

This is a general artwork set up guide for our products.

## Artwork File Type

Please send all artwork in high resolution PDF format with a minimum of 72dpi at final output size.

## Please Ensure that:

- You have supplied the artwork either at a scale of the final output size (1/4 is fine) or to the actual final output size.
- Any images within your artwork are at 72dpi at final output size.
- All fonts have been embedded or outlined.
- You have added a 4mm bleed to your artwork with crop marks at final output size.

## Sending your files

If your artwork file is up to 10MB in size you can email it to us:

**[artwork@ottimodigital.co.uk](mailto:artwork@ottimodigital.co.uk)**

For larger files please upload them to our iDisk here:

**<https://public.me.com/ottimo>**

(Please contact us on 0845 10 88 55 9 for the password.)

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**t:** 0845 10 88 55 9

**e:** [info@ottimodigital.co.uk](mailto:info@ottimodigital.co.uk)

[www.ottimodigital.co.uk](http://www.ottimodigital.co.uk)