

Print made *easy fact* sheet

Tips and hints to make print as easy as it should be

the Blueprint process

This sheet aims to lead you step-by-step through the fast and easy process of ordering print from Blueprint. Whether you're a newbie or a grizzled old hand, understanding our process will go a long way to making your print project... *too easy!*

> HOW? > TIP > GUIDE

The blueprint to printing that's just...*too easy*

1. Quote request

If you need a price, send us a quote request. There are four simple ways to do this; by phone, fax, email or our website quote request form.

> Quote request by phone

Call us and we'll be more than happy to discuss your project over the phone and take down all the job details.

> Quote request by fax

We can provide you with quote request forms which guide you through the job specs or use your own. Once you've filled it out, just fax it through and we'll reply promptly.

> Quote request by email

Just email your specification directly or from our email contact page.

 03) 9645 2722

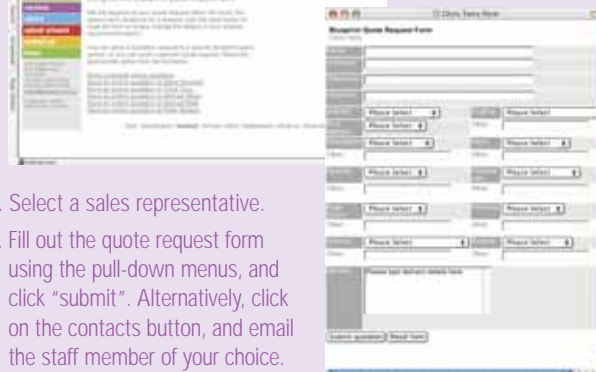
 03) 9645 2088

 sales@blueprint.net.au

 www.blueprint.net.au

> Quote request by Website

1. Visit our website, www.blueprint.net.au. Click the green quote button and you'll be taken to our quote request page.



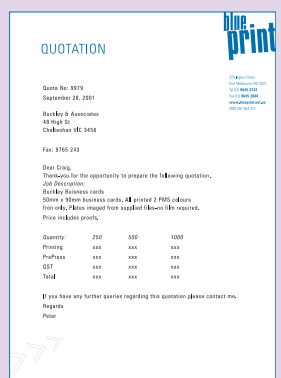
2. Select a sales representative.
3. Fill out the quote request form using the pull-down menus, and click "submit". Alternatively, click on the contacts button, and email the staff member of your choice.

2. Quotation

The next step is up to us. We will attend to your quote request as soon as we receive it.

If you are after pricing options, we can provide quotes with options on quantity, paper stocks, colours, coatings, embellishments and variations on all aspects of the print process.

Our quotes are tailored to help you produce a finished job that matches your quality expectations and your budget.



3. Preparing artwork

What do you need to give us?

> You have the words and the idea, but you need someone to lay it out and set it up for printing?

If this is the case, all we need is a copy of the words, and an idea of how you'd like it to look.

We can often complete your design in-house, or refer you to a comprehensive group of design professionals to create your piece.

> You have the file on your PC or Mac, and it looks great, it prints from your colour printer perfectly, but you've never sent artwork to a printer and you'd like it to be double checked.

This is a common situation, and it is very important to have things checked before we output your files. Simply send us your file and a printout showing us exactly how it should look.

> You are experienced at preparing artwork for print.

Send us all your digital files and a PDF file as reference. Please have a look at our artwork checklist before you send us everything, just to be safe.

For further detailed information, refer to our 'Artwork preparation' fact sheet.

Artwork checklist

- Are you sending all images and fonts with the original file?
- Are the images high-res and in spot or CMYK format?
- Have you printed separations of your job, to ensure that you haven't inadvertently left images as RGB, or included extra colours?
- Have you kept your artwork as individual pages? Please let us do the imposing, or stepping where necessary.
- Have you avoided manually drawn trim marks? Please set your page size to the size of the finished job.
- Have you checked your screen colours against a PMS swatch, to make sure they will print as you require? Remember, colours print differently as spot or CMYK.
- Have you added bleed where necessary?
- Are you sending us a hardcopy or PDF to check the file against?

5. Proofing

Now, it's our turn again...

To make sure everything is as you expected, we will send you a proof, indicating what the finished piece will look like.

There are two ways to proof:

Hard Copy

If you are not confident that you have prepared your files correctly, or you need to show the proofs to someone else, a hard copy proof is recommended.

We provide a range of hard copy proofing options, one to match every job.

PDF

If you are doing a quick reprint, or a straight forward piece, and time is of the essence, we can email you a PDF proof.

This is a quick and efficient way to check for spelling, grammatical and data errors on screen.

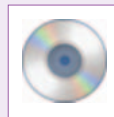
Remember, checking your work before sending it to us is the best way to make sure your job is correct, and delivered on time.

4. Sending artwork

On disk

If you have very large files, it is advised that you send them to us on a CD/DVD or removable cartridge (Zip, etc).

Pop it on a courier, mail it, or bring it in and meet the crew.



Email

If you have small files, you can save time and money by emailing your artwork to us as an attachment.

It is important that you zip or stuff your files first, and give us a call to let us know that you've sent us something.

You can find all the Blueprint email addresses on our website.



Upload to our website

Another fast, safe and effective way to send us your files is to upload them directly to our server via our website.

File sizes can be up to 40Mb and we are instantly sent an email alert which tells us who has uploaded files, when and where.

Please be aware that whilst we can receive your files at 1.5mb per second, if you are operating with a low speed (modem) connection, and your files are large, upload may take quite a while, and your ISP may disconnect you with a 'time out' message.

To upload follow the simple steps on our website.

www.blueprint.net.au/upload.html



6. Printing

Once a proof has been approved, you can relax and wait for us to do our thing!

Let us know if you would like to organise a time to check the job on the press while it's being printed.

7. Delivery

The job is done on time, and packed neatly into boxes. We can deliver them to you, or distribute them anywhere in the world, as necessary.

All you need to do is let us know where
...too easy