How to correctly prepare Bill Book artwork.

8mm   8mm

100mm   74mm

6mm

20mm

2mm

5mm

HOLE PUNCHING Please delete this if you do not need it

Hole Punching Safe Zone Guideline when applying hole punching

You must DELETE all GUIDELINES & DESCRIPTIONS before uploading you artwork.

⚠ Perforation Guideline CANNOT BE DELETED
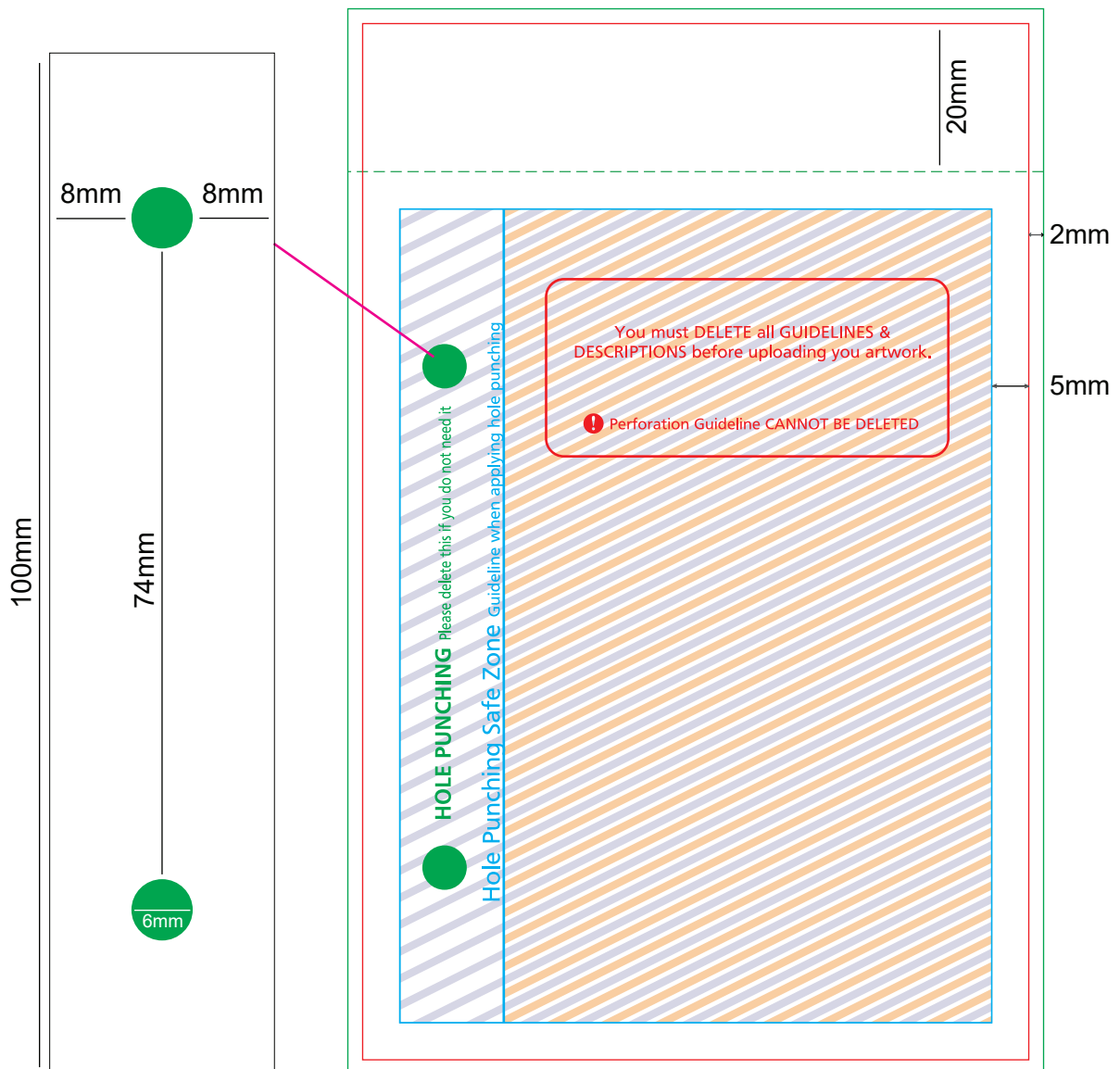
Size for bill book:-
- Must at 4mm from order size
* Example:-
  Order size : 210mm x 297mm
  Bleeding size : 214mm x 301mm

- If do not know how to add bleeding, may download our template to redo your artwork:
  Product Size Templates

- - - - - Perforation Line

――― Full Bleed - Extend your background design to this edge, on all sides.

――― Trim Size - Product size. Anything left beyond this line will be cut off.

――― Safe Zone - Keep all your important contents (text, images, logos, etc.) within this area.

Safe Zone without hole punching
- Keep all your important contents (text, images, logos, etc.) within this area.

Safe Zone with hole punching
- Keep all your important contents (text, images, logos, etc.) within this area.

IMPORTANT
1. Expand your background design to the edge of Full Bleed.
2. Your vital elements of artwork shall be within the Safe Zone (7mm away from) all side of Full Bleed edge.
3. Delete any unneeded elements provided in the template (e.g. Delete the numbering if it not required).
4. Hole punching can ONLY be applied on the LEFT, for documents with a length of 100mm and above.

FLEXISPRINT   www.flexisprint.my

NUMBERING

1. Mark your numbering area by using the numbering format given in the Product Size Templates.

2. Numbering will be printed in **RED** colour.

3. You will only have to key-in the actual numbering during the ordering process. The **last digit** must always begin with **1**.
   Examples : 00001   00101   00501   03001

4. ⓘ To indicate numbering in your artwork. Please use the dummy numbering provided in the product size template.

   Example : Dummy Numbering

   № XXXXXXX

   0000001 | Height: 5mm

   _____

   Length:
   Minimum digits: 4 digits - 14mm
                     5 digits - 18mm
                     6 digits - 22mm
   Maximum digits: 7 digits - 26mm
   Note: Numbering must start with 1 at the last digit.

   IMPORTANT!
   Numbering and copy change cannot do in JPEG

5. If you require less than the default 7 digits (represented by Xs in green), please **DELETE** the excess Xs accordingly.
   Examples : 0001 - XXXX   00101 - XXXXX   000001 - XXXXXX

6. Ensure your numbering format is:
   - within **Safe Zone**
   - at least **7mm** away from **Full Bleed** edge
   - at least **12mm** away from perforation line

   Example : Numbering format allocation

   Isabella®
   wedding planner

   12mm
   № XXXXXX
   Delivery Order /
   Invoice
   7mm

   Numbering is allocated 12mm away from perforation line and
   7mm from Full Bleed edge.
   ---

7. **DELETE** entire numbering format if you do not require it.

FLEXISPRINT   www.flexisprint.my

COPY CHANGE

1. Mark your copy change area by using the copy change format given in the Product Size Templates.
2. You will only have to key-in the actual text accordingly to each layer during the ordering process.
3. Make sure your copy change format is:
   - at least **12mm** away from perforation line
   - at least **7mm** away from **Full Bleed** edge
   - at least **45mm** away from the numbering
4. All copy change text will be in:
   i) English

Font	Arial in caps		
Colour	Red		
Size	8pts	10pts	12pts
Max. Letters	19	15	13

   Note: If English and Chinese fonts are used together, the maximum letter quantity will follow the figures stated for Chinese.

5. **DELETE** entire copy change format if you do not require it.

Example : Copy Change format allocation

Copy Change is allocated 45mm away from numbering format

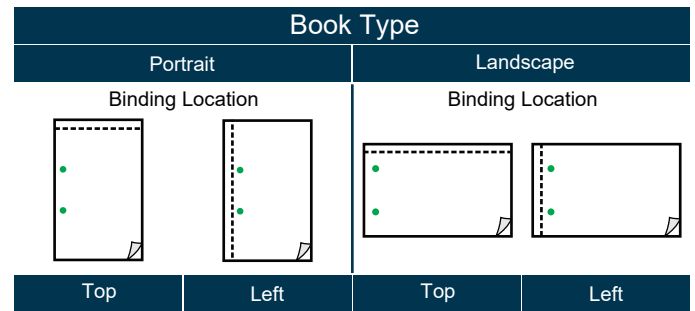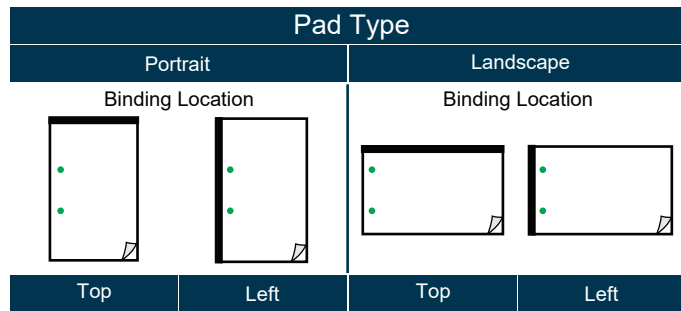Copy Change is allocated 12mm away from perforation line and 7mm from Full Bleed edge.

*Numbering must same position with copy change at horizontal or vertical

Common pending for Bill book:

1. Wrong color separation
   - May refer page 5 and page 6 for this issue

2. Wrong orientation
   - Order landscape, but artwork give potrait
   - Order potrait, but artwork give landscape

3. Wrong finishing
   - Order book type, but artwork give padding type
   - Order padding type, but artwork give book type

4. Wrong stitching or padding area
   - Order stitching/padding area at **LEFT** side, but artwork give at **TOP** side
   - Order stitching/padding area at **TOP** side, but artwork give at **LEFT** side

5. Numbering and copy change position

6. Order numbering, but artwork not prepare numbering remark

7. Order copy change, but artwork not prepare copy change remark

FLEXISPRINT   www.flexisprint.my

ARTWORK ORIENTATION

Pad Type			
Portrait		Landscape	
Binding Location		Binding Location	
Top	Left	Top	Left

Book Type			
Portrait		Landscape	
Binding Location		Binding Location	
Top	Left	Top	Left

All artworks **MUST** be positioned upright.

Example :

Book Format　　　: Portrait
Size　　　　　　 : 210mm x 297mm
Binding Location : Left
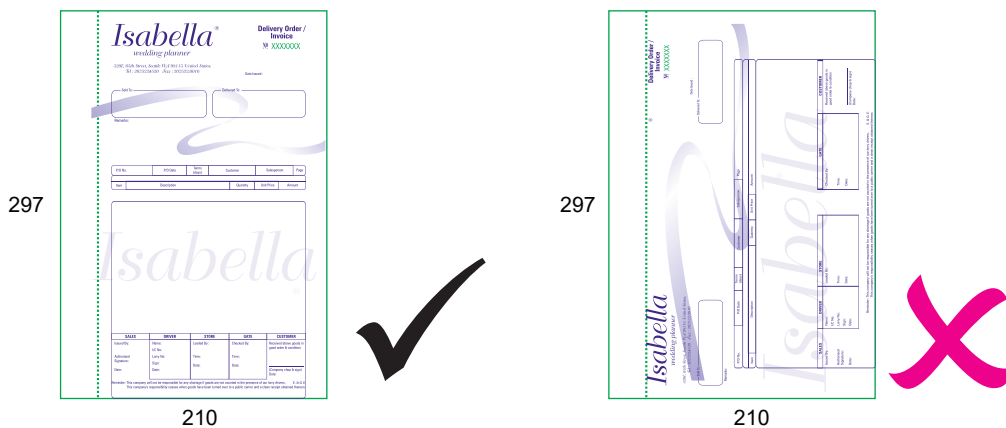
Example :

Book Format　　　: Landscape
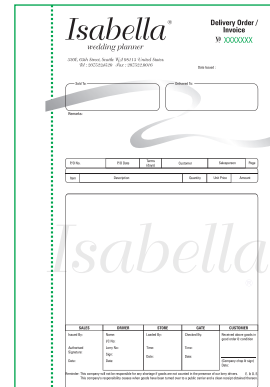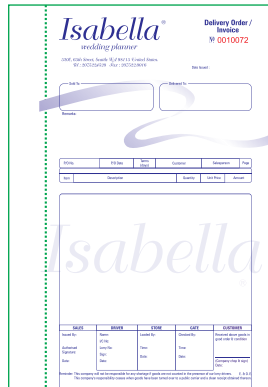Size　　　　　　 : 210mm x 297mm
Binding Location : Left

FLEXISPRINT　　　　　　　　　www.flexisprint.my
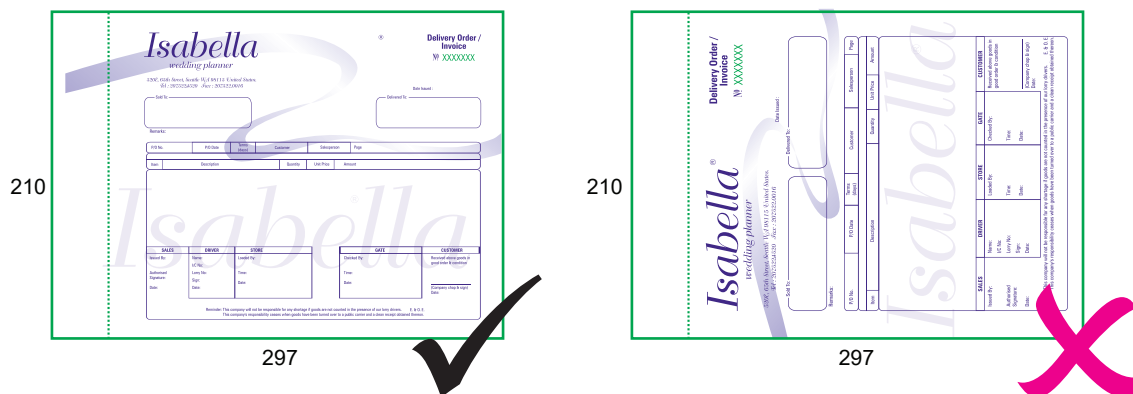
How to prepare your artwork when applying Spot Colour (Front Artwork).

1 SPOT COLOUR

If you want your artwork
to be printed in this colour

Prepare your artwork file like this

During ordering process, you will be required to indicate the actual colour of your artwork.

In this example, K(Black) = EX BLU 03

Front : K100 : EX BLU 03 ▼

Filled with K(Black) to represent the actual artwork colour.

2 SPOT COLOUR

If you want your artwork
to be printed in this colour

Prepare your artwork file like this

During ordering process, you will be required to indicate the actual colour of your artwork.
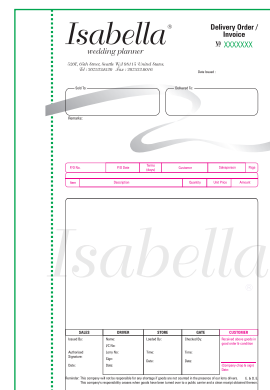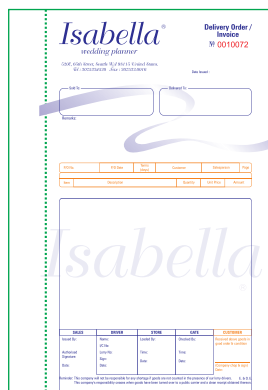
In this example, K(Black) = EX BLU 03
                     M(Magenta) = EX ORG 01

Front : K100 : EX BLU 03 ▼   M100 : EX ORG 01 ▼

Filled with K(Black) and M(Magenta) to represent the actual artwork colour.

FLEXISPRINT

www.flexisprint.my

How to prepare your artwork when applying Spot Colour (Back Artwork).

If you want your artwork
to be printed in this colour

Prepare your artwork file like this

1 SPOT COLOUR

During ordering process, you will be
required to indicate the actual colour
of your artwork.

In this example, K(Black) = EX BLU 03

Front : K100 : EX BLU 03

Filled with K(Black) toning between
60% - 70% to represent the
actual artwork colour.

IMPORTANT!
1. Only **1 spot colour** can be applied for Back Artwork.
2. You **MUST** use spot colour toning between **60% - 70%** for back printing.

FLEXISPRINT

www.flexisprint.my