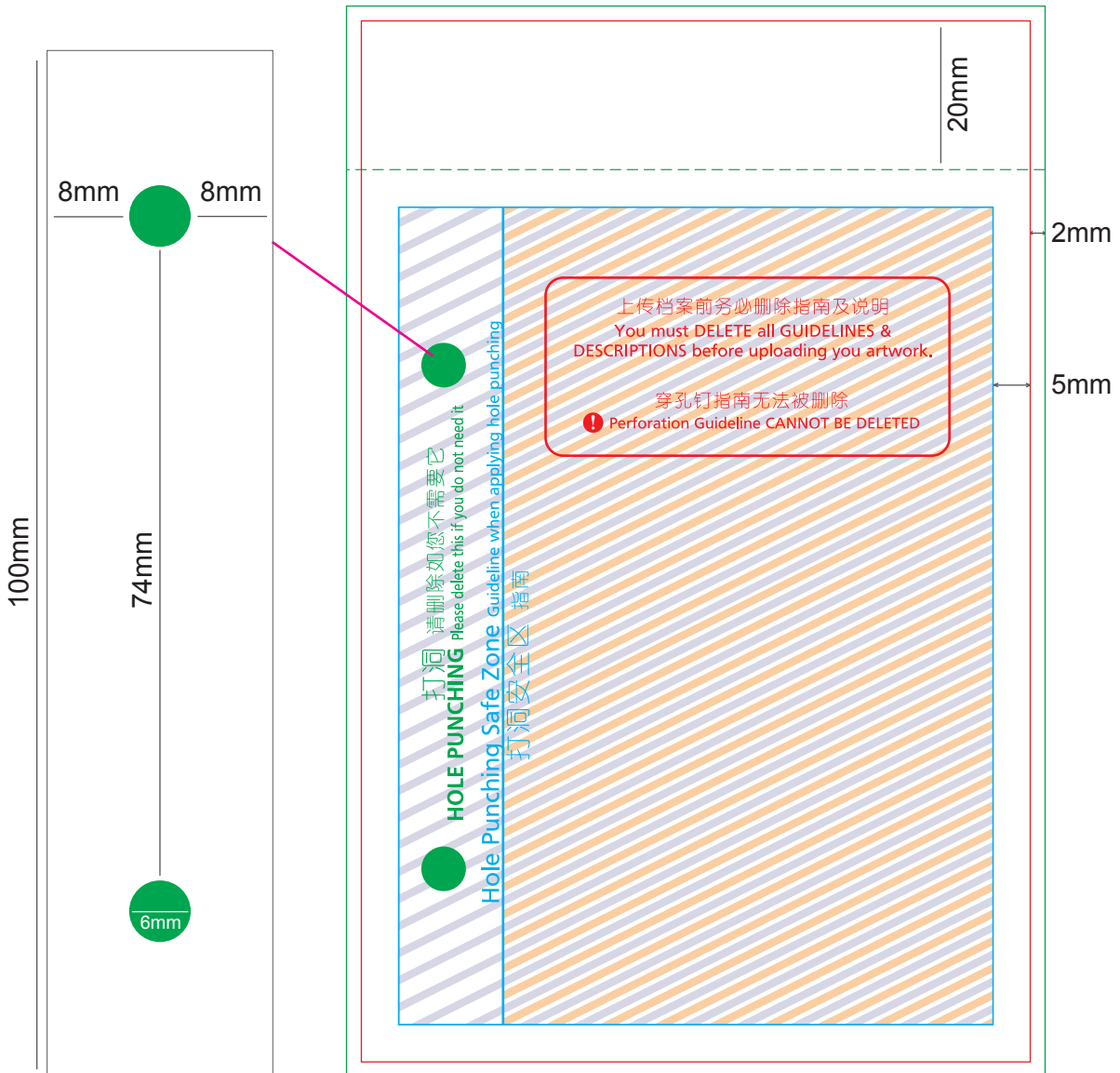


How to correctly prepare Bill Book artwork.



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

- - - - - 穿孔钉
Perforation Line
- 出边线 - 把稿件背景设计延伸至出边线。
Full Bleed - Extend your background design to this edge, on all sides.
- 切割线 - 此线以外将被切除。
Trim Size - Product size. Anything left beyond this line will be cut off.
- 安全区 - 所有重要内容(字体/图片/商标等)不可超出此区以免被切除。
Safe Zone - Keep all your important contents (text, images, logos, etc.) within this area.
- 无打洞的安全区 - 所有重要内容(字体/图片/商标等)不可超出此区以免被切除。
Safe Zone without hole punching
- Keep all your important contents (text, images, logos, etc.) within this area.
- 与打洞的安全区 - 所有重要内容(字体/图片/商标等)不可超出此区以免被切除。
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.

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

N^o XXXXXXXX
 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

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.

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

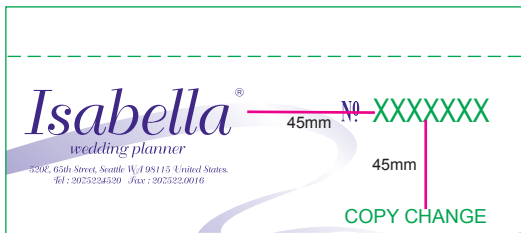
ii) Chinese

Font	经典繁平黑		
Colour	Red		
Size	8pts	10pts	12pts
Max. Letters	17	14	11

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.

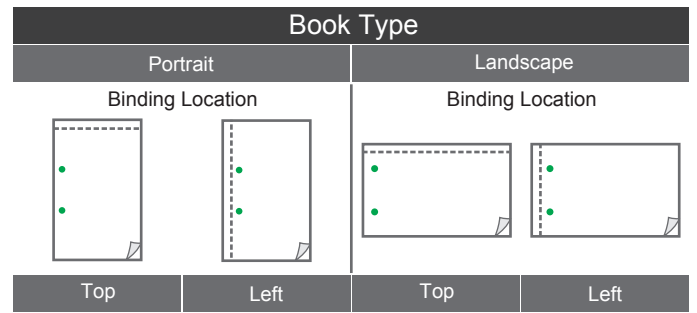
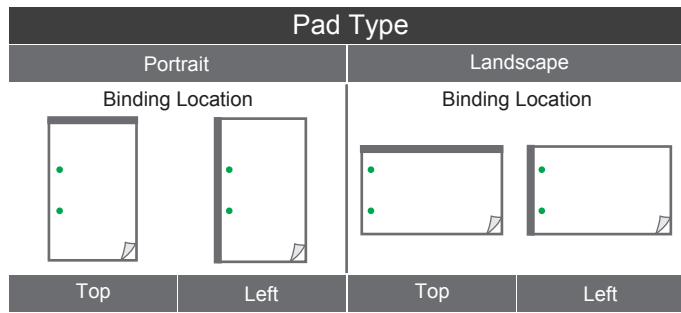


*Numbering must same position with copy change at horizontal or vertical

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

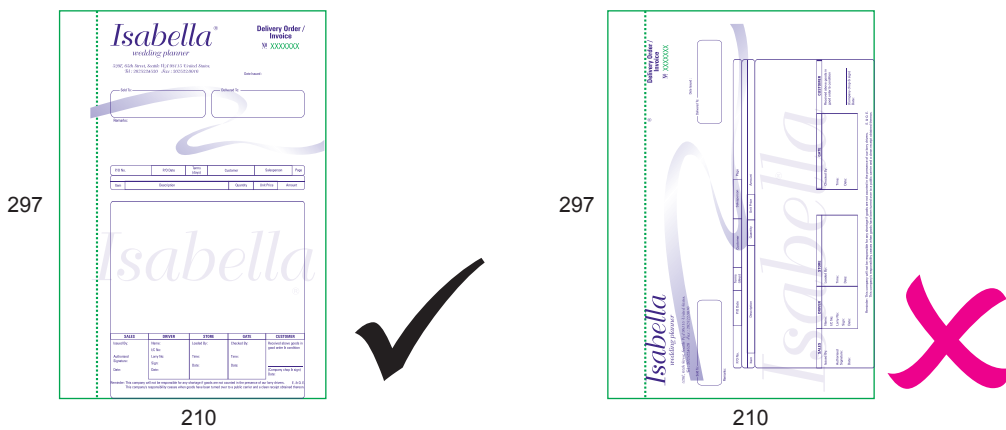
ARTWORK ORIENTATION



All artworks **MUST** be positioned upright.

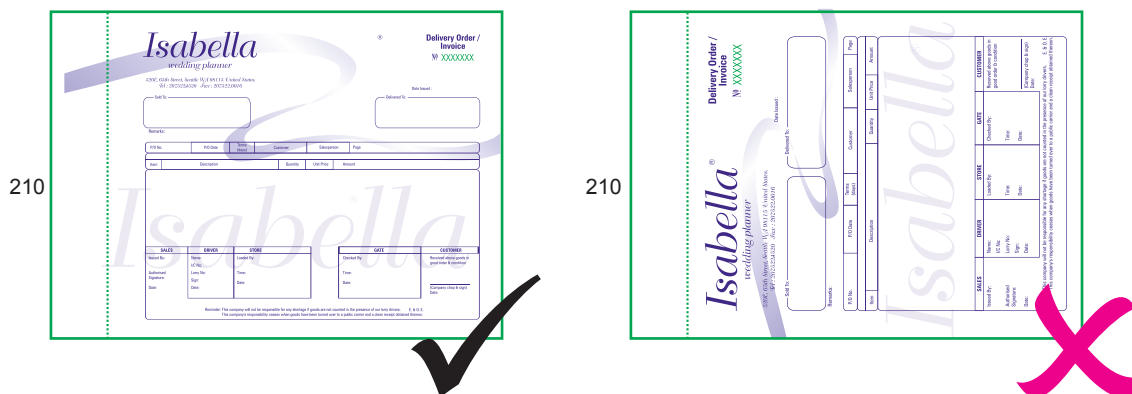
Example :

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



Example :

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

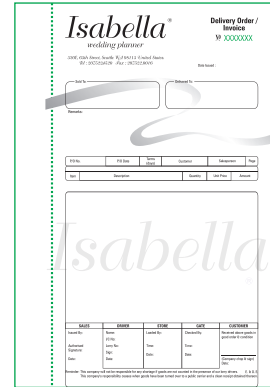


How to prepare your artwork when applying Spot Colour (Front Artwork).

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.

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

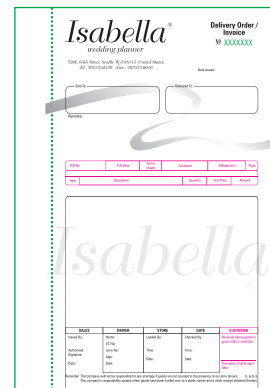
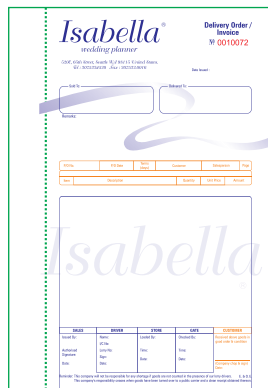
In this example, K(Black) = EX BLU 03

Front: K100 :

If you want your artwork to be printed in this colour

Prepare your artwork file like this

2 SPOT COLOUR



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

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

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

M(Magenta) = EX ORG 01

Front: K100 : M100 :

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.

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

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

Front : K100 :

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.