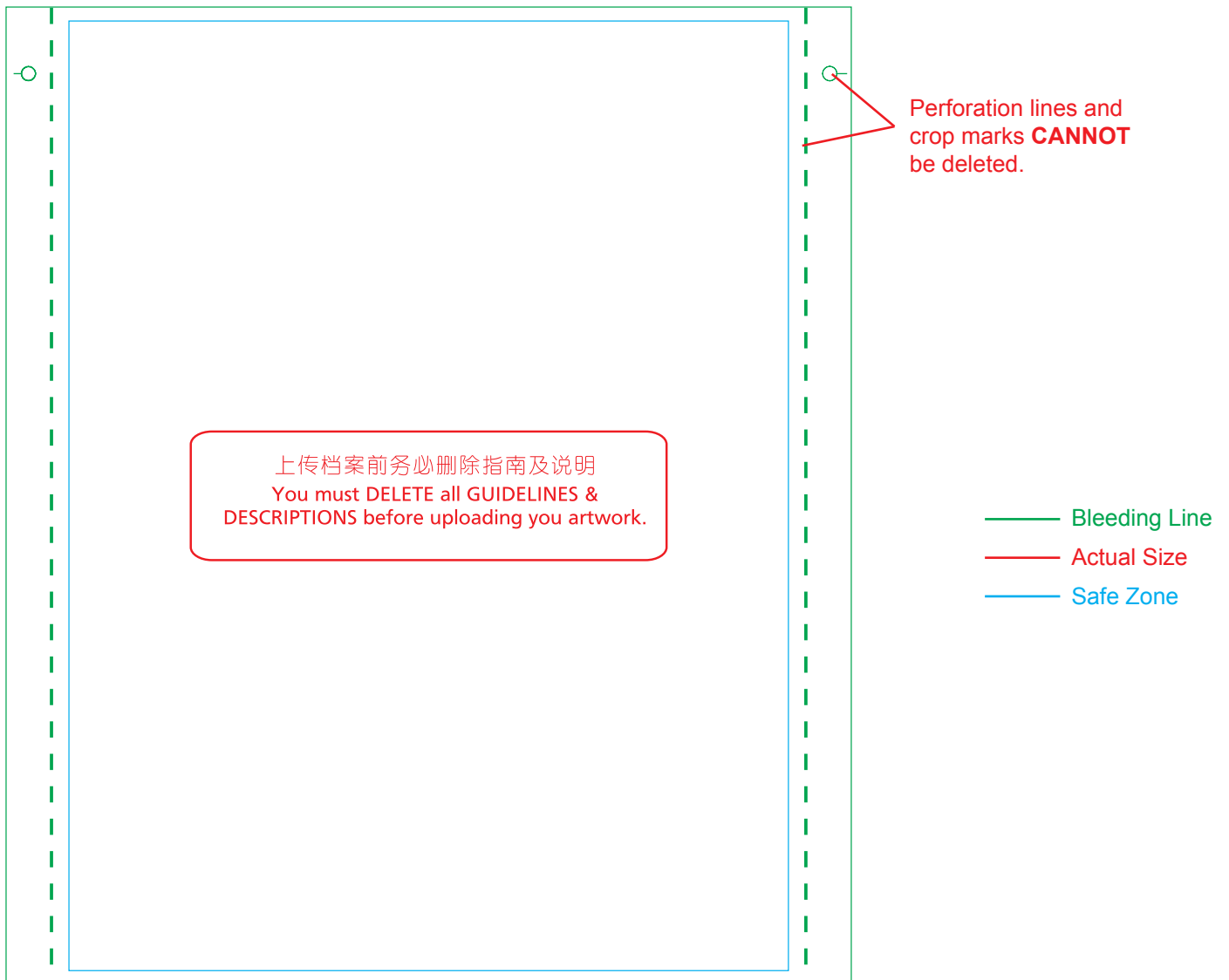


ARTWORK PREPARATION

1. PRODUCT SIZE TEMPLATE

- You are **REQUIRED** to use our Product Size Template to ensure your artwork is correct.
- For orders that contain more than 1 up per fan, you will need to choose the Product Size Template according to the size of the ups.



1. Keep all important details within the Safe Zone (5mm from perforation line).
2. When convertinmg artwok to PDF format, delete all guidelines in the Product Size Template EXCEPT for the numbering format and copy change format.
3. For Pay Slip, you will need to submit 3 artworks (Top, Middle, Bottom).

Please submit the files in rither 3 PDF pages or zip the 3 PDF files together.

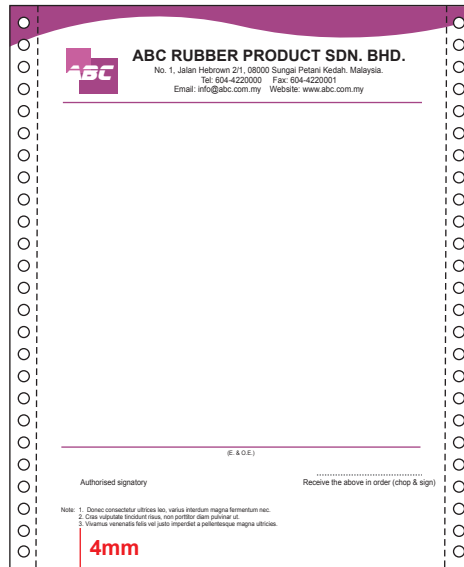
ARTWORK PREPARATION

2. BACKGROUND DESIGN

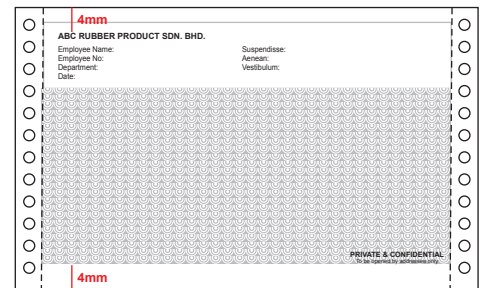
i) Top and Bottom Bleeding

For the background design, you must leave **4MM of BLANK SPACE** on the **BOTTOM** of each up.

Example:
Multi/Single Layer Computer Form



4mm blank on bottom



4mm blank on bottom Pay Slip

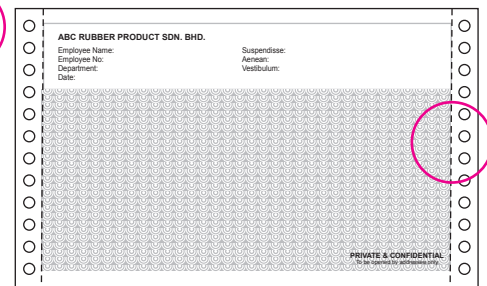
ii) Left and Right Edge Bleeding

- For Multi / Single Layer Computer Form, you can full bleed the background design to the actual size.
- For Pay Slip, you can full bleed the background design until perforation line.

Example:
Multi/Single Layer Computer Form



Multi/Single Layer Computer Form

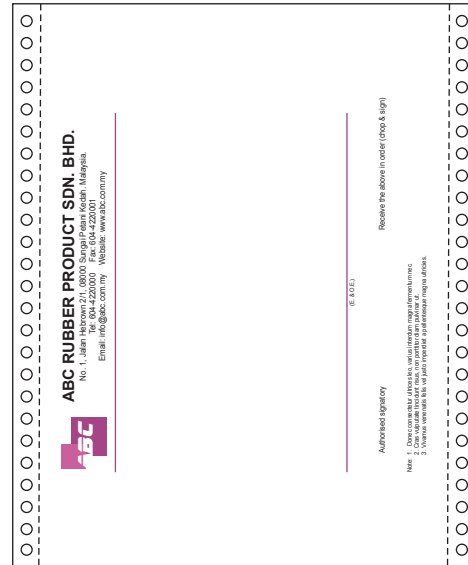
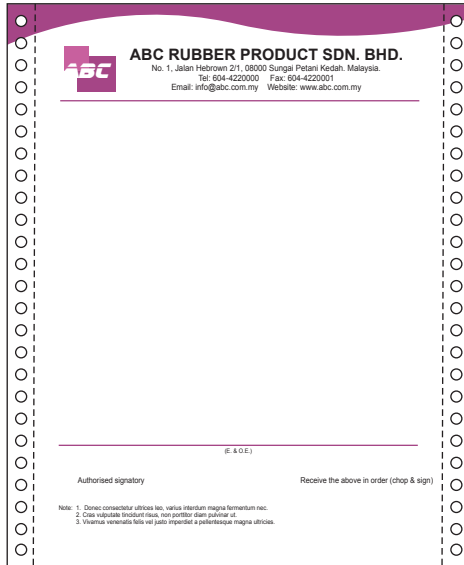


Pay Slip

ARTWORK PREPARATION

All artwork **MUST** be positioned upright.

Example :



3. ADDITIONAL REQUIREMENT FOR MULTI-LAYER COMPUTER FORM

COPY CHANGE

1. Must be within Safe Zone.
2. You can only select **ONE** colour from the printing colours used in your design.
3. For English (or non-Chinese) copy change. For Chinese copy change

Font	Arial in caps		
Colour	1 of the Printing colour		
Size	8pts	10pts	12pts
Max. Letters	19	15	13

Font	经典繁平黑		
Colour	1 of the Printing colour		
Size	8pts	10pts	12pts
Max. Letters	17	14	11

5. Indicate copy change in artwork by using the copy change format in green.
6. **DELETE** the entire copy change format if you do not require it.

COPY CHANGE

NUMBERING

1. Mark numbering area using the format given in the blank template in green.
2. Numbering will be printed in **RED** on first layer. The numbering on the subsequent layer(s) will be a carbon copy of first layer.

3. Minimum digits: 4 digits; Maximum digits: 7 digits

XXXXXXX

4. Ensure your numbering format is:

- within the Safe Zone
- at least 12mm away from the perforation line

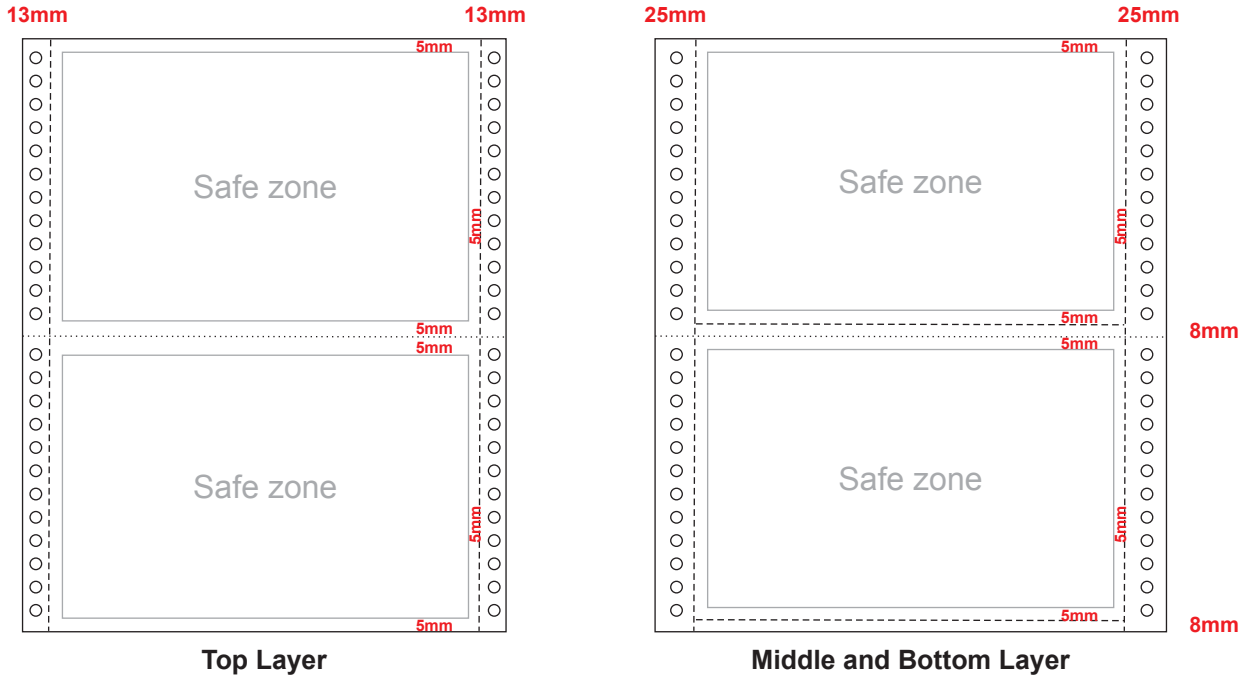
5. You will only have to key-in the actual numbering during the ordering process. The last digit must always begin with 1.

Example: 0001-**XXXX**, 01001-**XXXXX**, 0000151-**XXXXXXX**

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

ARTWORK PREPARATION

4. ADDITIONAL REQUIREMENT PAYSLIP ARTWORK DESIGN



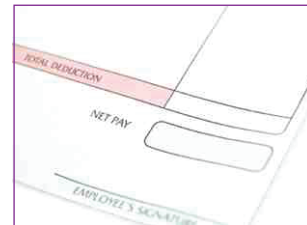
1. Top Layer: Side perforation is **13mm** from the left and right edges.
2. Middle and Bottom Layer: Side perforation is **25mm** from the left and right edges and **8mm** from the bottom of each up will have a perforation.
3. All the 4 edges of the Pay Slip will be glued for security purpose and you may tear them off on left, right and bottom.
4. You must apply **at least 30% toning** as background design for the **Middle Layer Front** of the Pay Slip to avoid see-through. **DO NOT LEAVE IT BLANK.**
5. All vital elements must be kept within the Safe Zone (5mm from perforation line).
6. Background bleeding is allowed until perforation line.



Top Layer:
For payer to keep as copy, payee will print the security information on it. (Front only)



Middle Layer:
Front - copy for payee.
At least 30% toning is required for the front side.
Default security tinting (confusing design) on the back.



Bottom Layer:
Front - Carbon copy of security information from the Top Layer, e.g. Pay amount, password etc. Default security tinting (confusing design) on the back.

ARTWORK PREPARATION

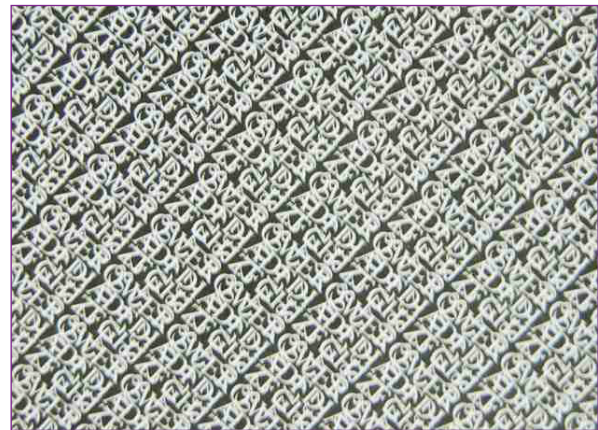
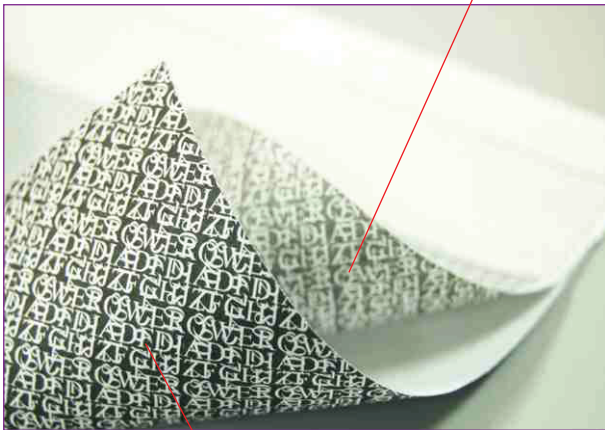
5. BACKGROUND DESIGN

PAYSLIP Security Tinting (confusing design) Layer

- Colour for Security Tinting (confusing design) EX BLK 001 (Black) and by default is applicable to middle layer and bottom layer.
- Member is NOT allowed to submit his/her own Security Tinting (confusing design).
- Any rejection related to the Default Security Tinting (confusing design) will not be accepted.

For the background design, you must leave **4MM OF BLANK SPACE** on the BOTTOM of each up.

Security Tinting (confusing design) on the Middle Layer



Default Security Tinting (Confusing design) Textual

Security Tinting (confusing design) on the Bottom Layer

6. Text

- Font size must not less than 4.0points.
- Font color must be in **ONE COLOR** only, to avoid the wording blurry problem.
- For reverse printing (White text on colored background):
- Background must not more than **ONE COLOR**.
- When font size ≤ 5 points, Bold or outline is needed.

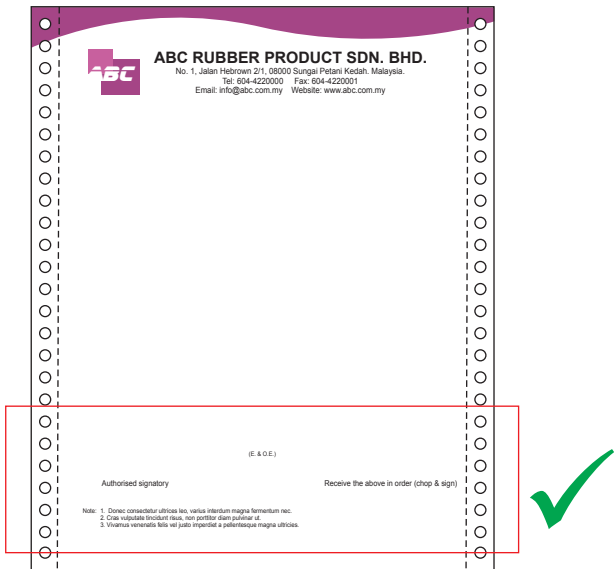
7. Line

- Line thickness must not less than 0.25points.
- Line color must be in **ONE COLOR** only, to avoid the line blurry problem.
- For reverse printing (White line on colored background):
- Background must not more than **ONE COLOR**.
- Line thickness must not less than 0.5 points.

ARTWORK PREPARATION

6. COLOR & ARTWORK

- Black color artwork is not allow to use 4C combination.
- 4C combination artwork at bottom (far distance away) is not allow. Single color is suggested.



- Reverse printing at bottom (far distance away) is not allow.

