

## DELIVERY GUIDELINES

### General Instructions for Data Submission

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#### **Submission of orders**

Please send the completed data submission form to your appropriate contact at Sonopress. Should you have any questions, please call (05241) 80-1905 for print or 80-5997 for label. We would be pleased to help you.

#### **Safety precautions**

- Please mark all data media to be sent to Sonopress with your name and address. We cannot assume liability for unmarked data media.
- All files sent to us should be copies. Please do not send originals.
- The consequences of incorrect exposures due to an incomplete or missing data submission form must be borne by the customer.

#### **Files**

Please name all files to be exposed and delete all files not to be exposed

- Create booklet documents only as imposed double pages (printers' pairs).
- We require one PDF per product (e.g. booklet, inlay, slipcase, sticker).  
Example: the PDF for a booklet contains the envelope and the content as imposed double page.  
The PDF for the inlay would contain the front and the back.

#### **Document format**

Please state which product together with the appropriate product no. from the product data base.

#### **Tolerances**

Total trimming tolerances of + 0.5 mm are essential for finishing. This should be taken into consideration for the layout and type area design. Care should also be taken that tolerances of + 0 / - 1 mm are maintained with the trimmed format of the final product.

#### **Contract proof**

The colors seen on the monitor or a color printout can deviate considerably from the final printed result. Even color laser printouts do not give the same color impression as the final printed version. For this purpose a color consistent digital proof acc. to ISO 12647 with Fogra Media wedge is necessary. On request and at cost we can provide a color consistent contract proof.