trade pads

GUEST ROOM NOTE PADS

guest room note pads

Guest room note pads are a useful addition for anyone staying in an hotel room.

Our guest room note pads are available in 2 sizes, A5 and A6.

Choose from 3 paper weights and select from a choice of sheet configurations from 5 up to 15.

Optional extras include printing to both sides of the sheets and a range of back boards.

This PDF document includes useful information on supplying artwork information together with product size templates and popular over lay templates including lines and graphs.

Remember we are only a phone call or email away so if you have any queries about supplying artwork or product information please do not hesitate to contact us.

contents

bleed, file format & fonts

Bleed

If your artwork continues to the edge of the sheet bleed is required.
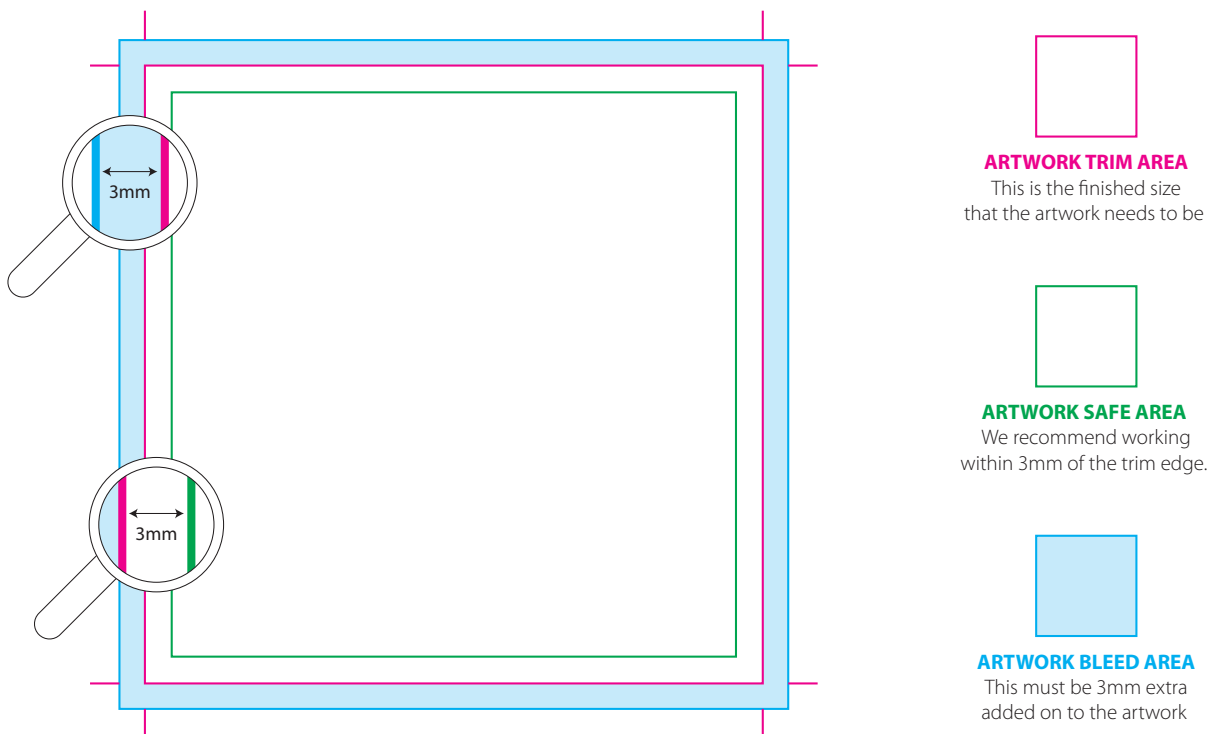
Printing presses do not print right to the edge of the sheet so to achieve full bleed we print on oversized sheets and then cut back down to the original size.

For tear off note pads that requires the design to continue off the sheet an extra 3mm bleed is required. For example if you are printing an A5 note pad with bleed, the artwork needs to be set to 154 x 216mm. The job is then cut back to the final size of 148 x 210mm.

Safe Zone

We recommend using a safe zone if you are printing important graphics of text near the edge of the sheet. We work to cutting tolerances of +/- 2mm.

For standard note pads we recommend working within a safe zone of 3mm inside of the original size. For example on an A5 note pad the safe zone measurements would be 142 x 204mm

ARTWORK TRIM AREA
This is the finished size
that the artwork needs to be

ARTWORK SAFE AREA
We recommend working
within 3mm of the trim edge.

ARTWORK BLEED AREA
This must be 3mm extra
added on to the artwork

File format

We only accept artwork as a press ready PDF and this is the only file format you can upload with us.

Fonts

If you have created your artwork in a software program such as Adobe Illustrator or Indesign, we recommend converting all text to outlines. This will make the file non-dependent on fonts and prevent any font issues.

When working with PDF files please embed all fonts in the document when asked to do so. This is particularly important when working with custom fonts.

check list & contact information

Checklist

✓ Please ensure the artwork is set to the correct size and has 3mm bleed if required.

✓ Artwork must be set to CMYK only. We do not work with RGB colour space.

✓ Do not include spot colours (unless you are ordering pantone printed products) in your work, as these will be converted to CMYK.

✓ Placed images should be a minimum of 300 dpi and set to CMYK.

✓ The font size should be no smaller than 6 points.

✓ Please embed all fonts or convert all text to outlines

✓ Minimum line weight is 0.25pt

Questions or further advice – we are here to help

We will be pleased to assist you with any artwork or order queries you may have.
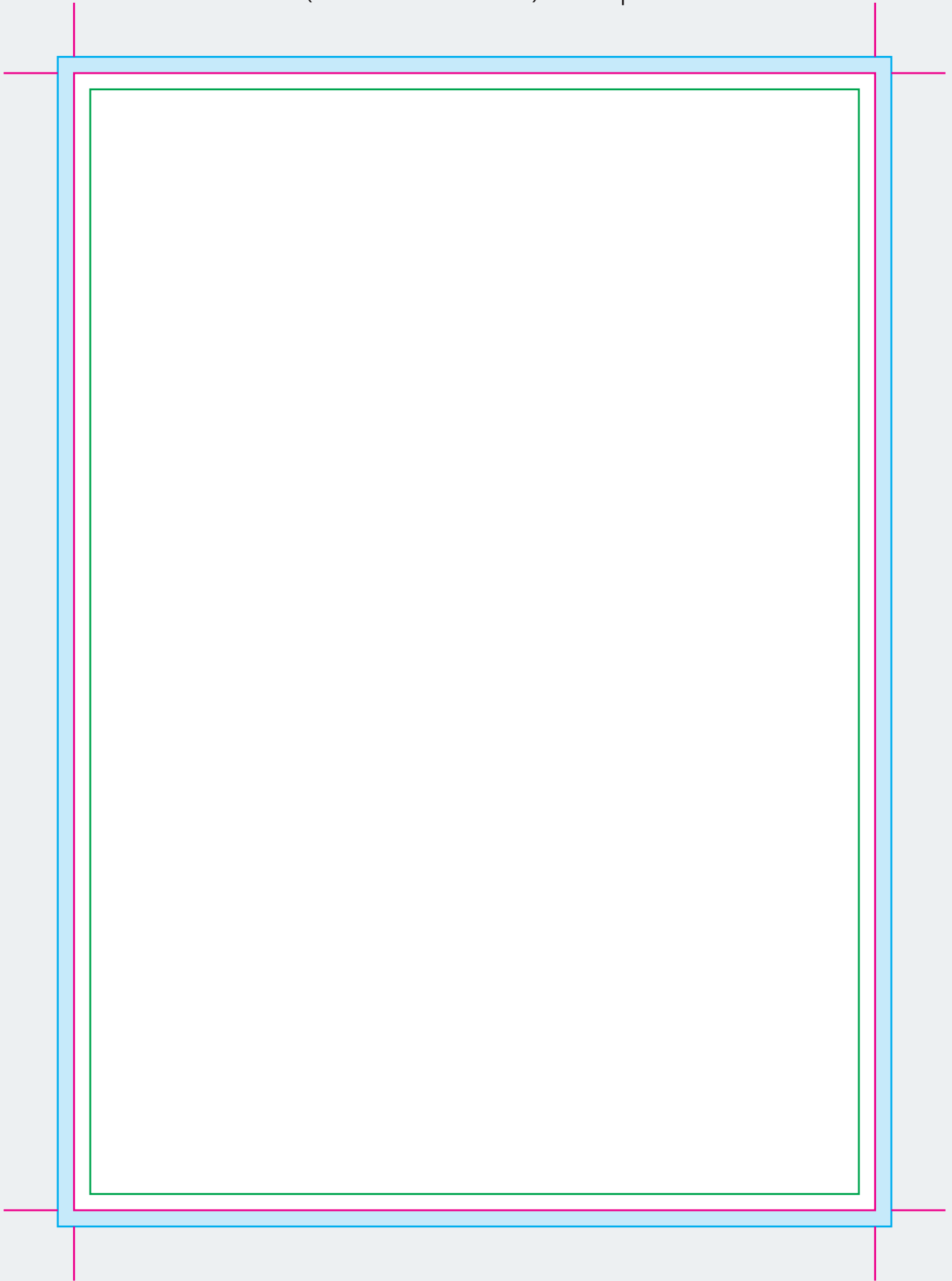
0845 367 4467   **sales@tradepads.com**

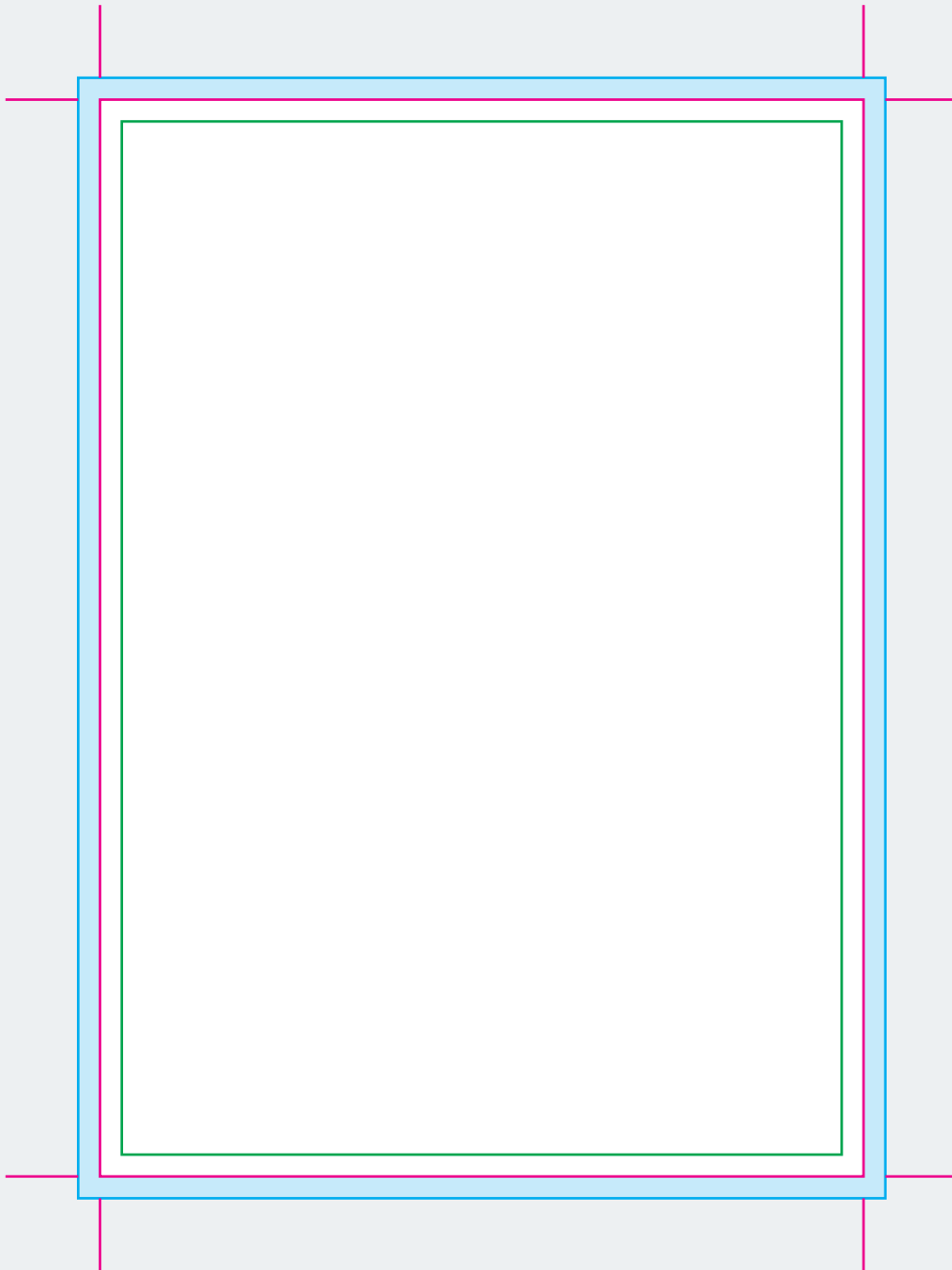# A5 (148 x 210mm) Template

Bleed area	Finished 'trimmed' size	Artwork safe area
154 x 216mm	148 x 210mm	142 x 204mm

A6 (105 x 148mm) Template
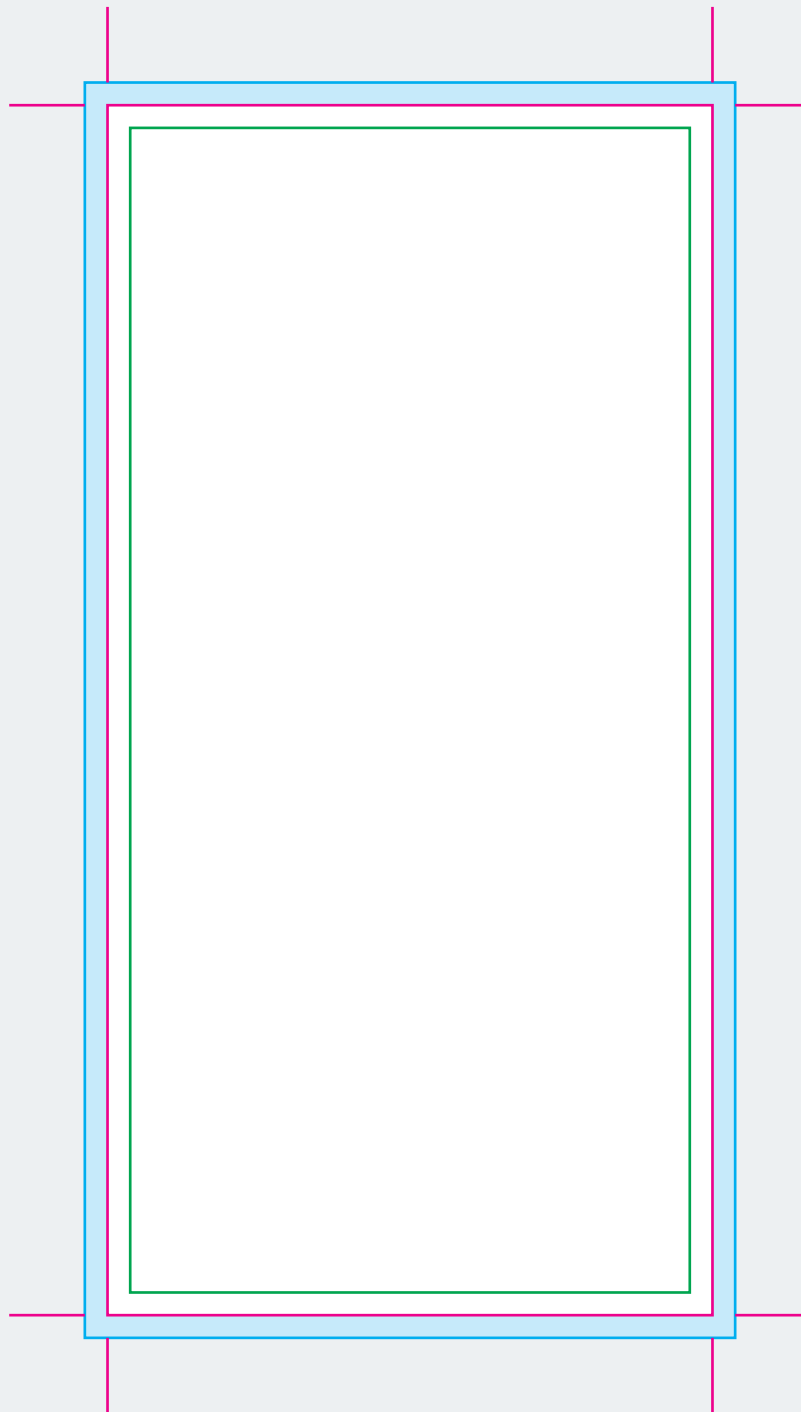
Bleed area

111 x 154mm

Finished 'trimmed' size

105 x 148mm

Artwork safe area

99 x 142mm

80 x 160mm Template

Bleed area

86 x 166mm

Finished 'trimmed' size

80 x 160mm

Artwork safe area

74 x 154mm