



ARTWORK GUIDE & TEMPLATES

STANDARD NOTE PADS



standard note pads

Note pads have been in use for many years and always prove popular as business gifts, marketing material or for use in training sessions and conferences.

Our note pads are available in 5 sizes, A4, A5, DL, A6 and A7.

Choose from 3 paper weights and select from a choice of sheet configurations from 15 up to 100 sheets. If you require less sheets per pad please choose from our conference pad range.

Optional extras include drill holes, printing to both sides of the sheets and a range of backboard options.

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.

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bleed, file format & fonts

Bleed

If your artwork continues to the edge of the sheet bleed is required.

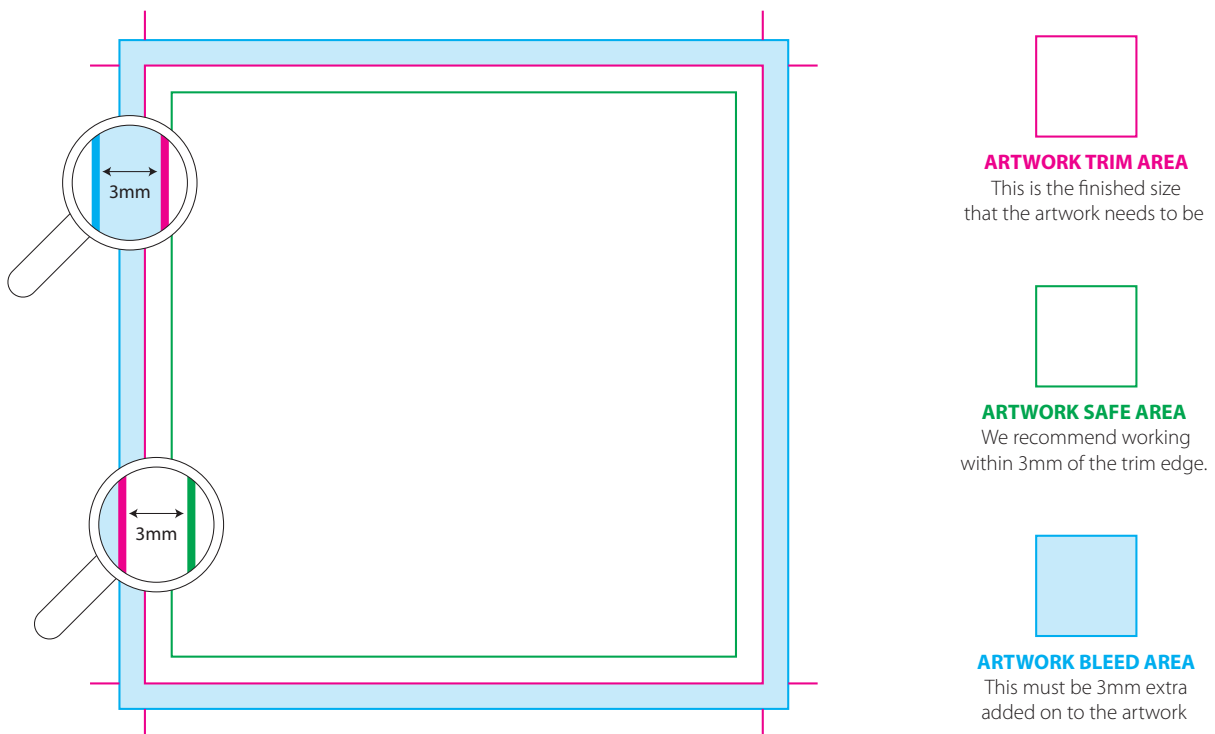
Printing presses do not print right to the edge of the sheet so to achieve full bleed we print on oversized sheets and then cut back down to the original size.

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 A4 note pad with bleed, the artwork needs to be set to 216 x 303mm. The job is then cut back to the final size of 297 x 210mm.

Safe Zone

We recommend using a safe zone if you are printing important graphics or 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 A4 note pad the safe zone measurements would be 291 x 204mm



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.

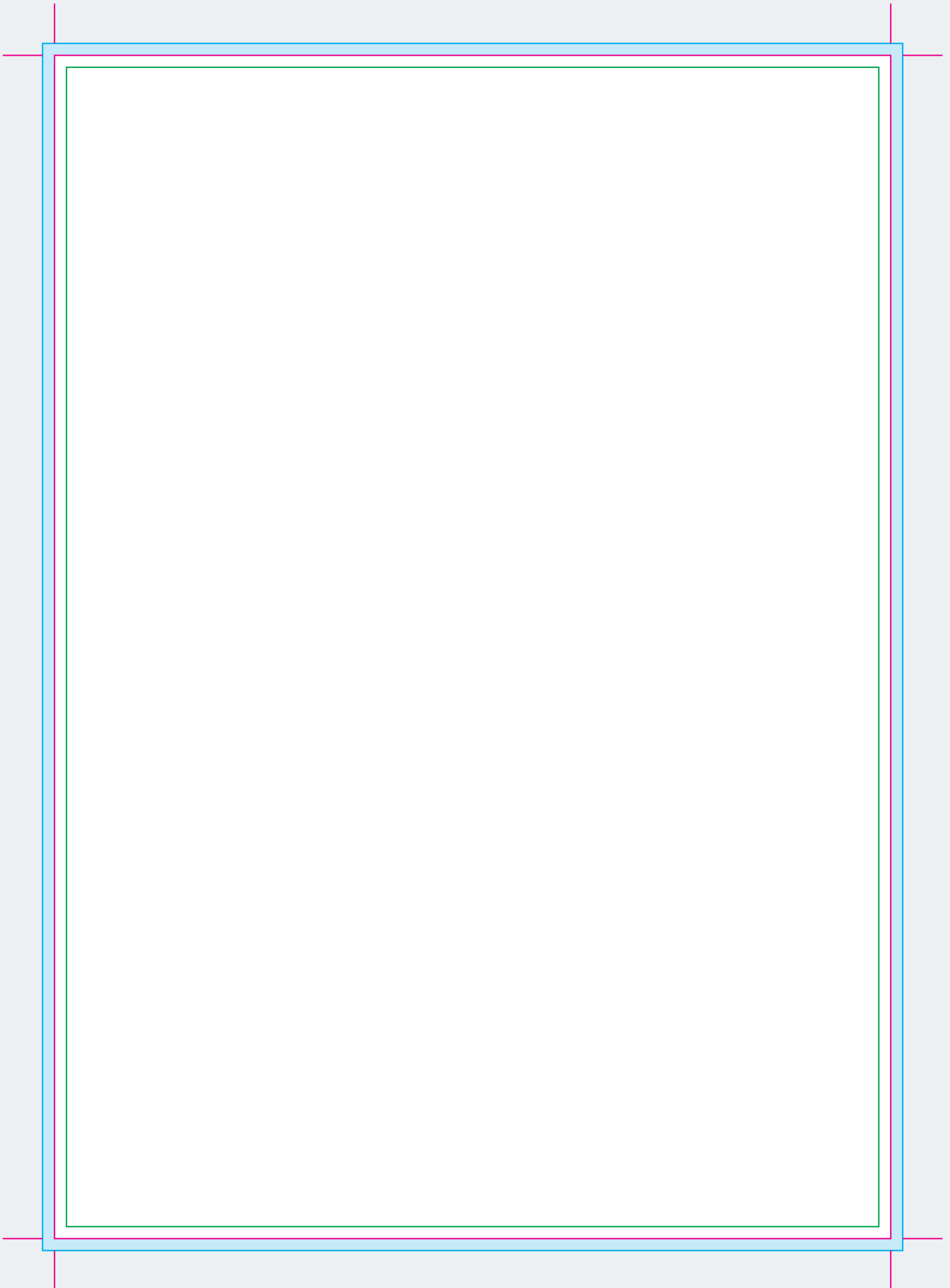


0845 367 4467



sales@tradepads.com

A4 (210 x 297mm) Template



Bleed area

216 x 303mm

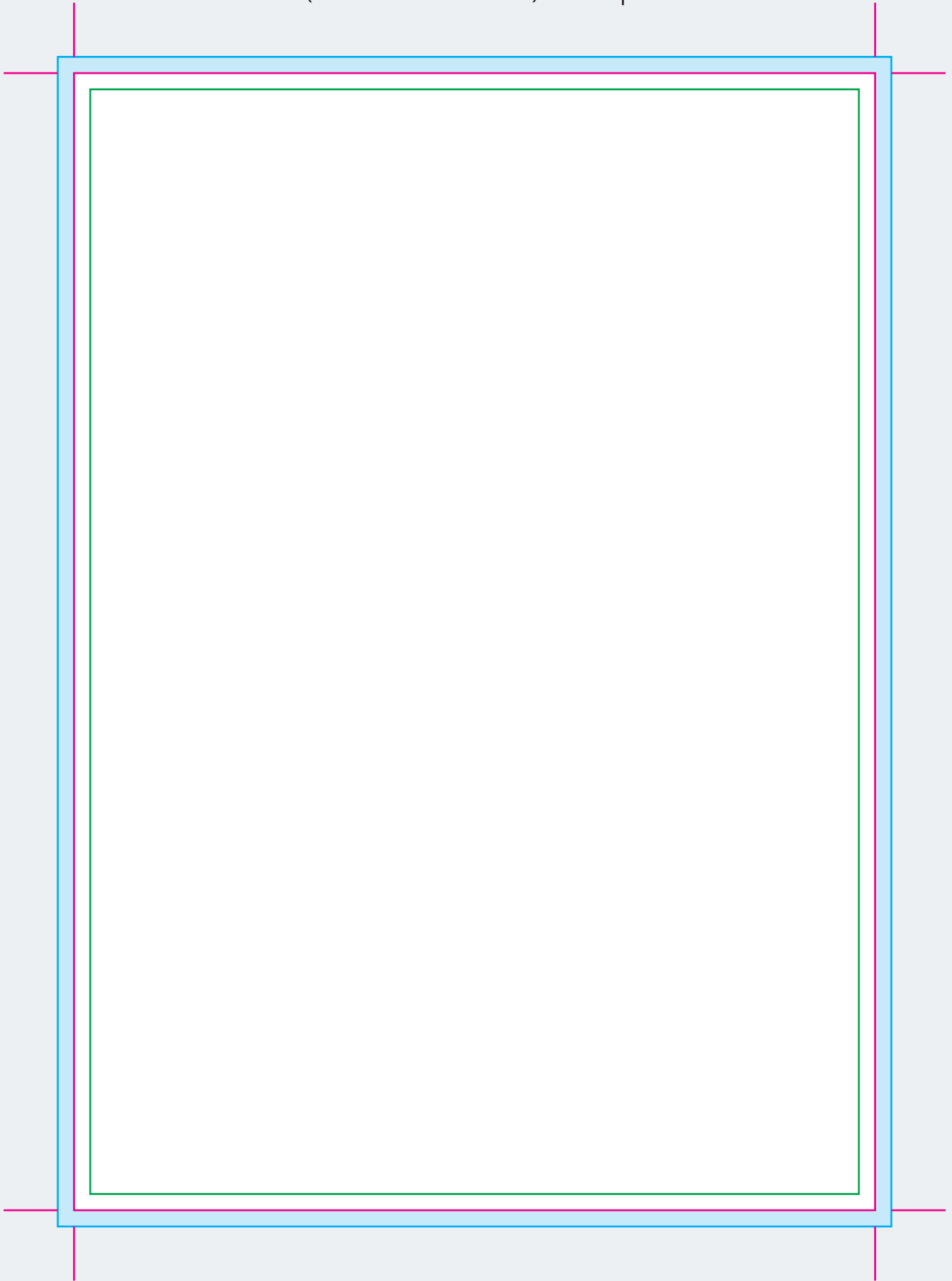
Finished 'trimmed' size

210 x 297mm

Artwork safe area

204 x 291mm

A5 (148 x 210mm) Template



Bleed area

154 x 216mm

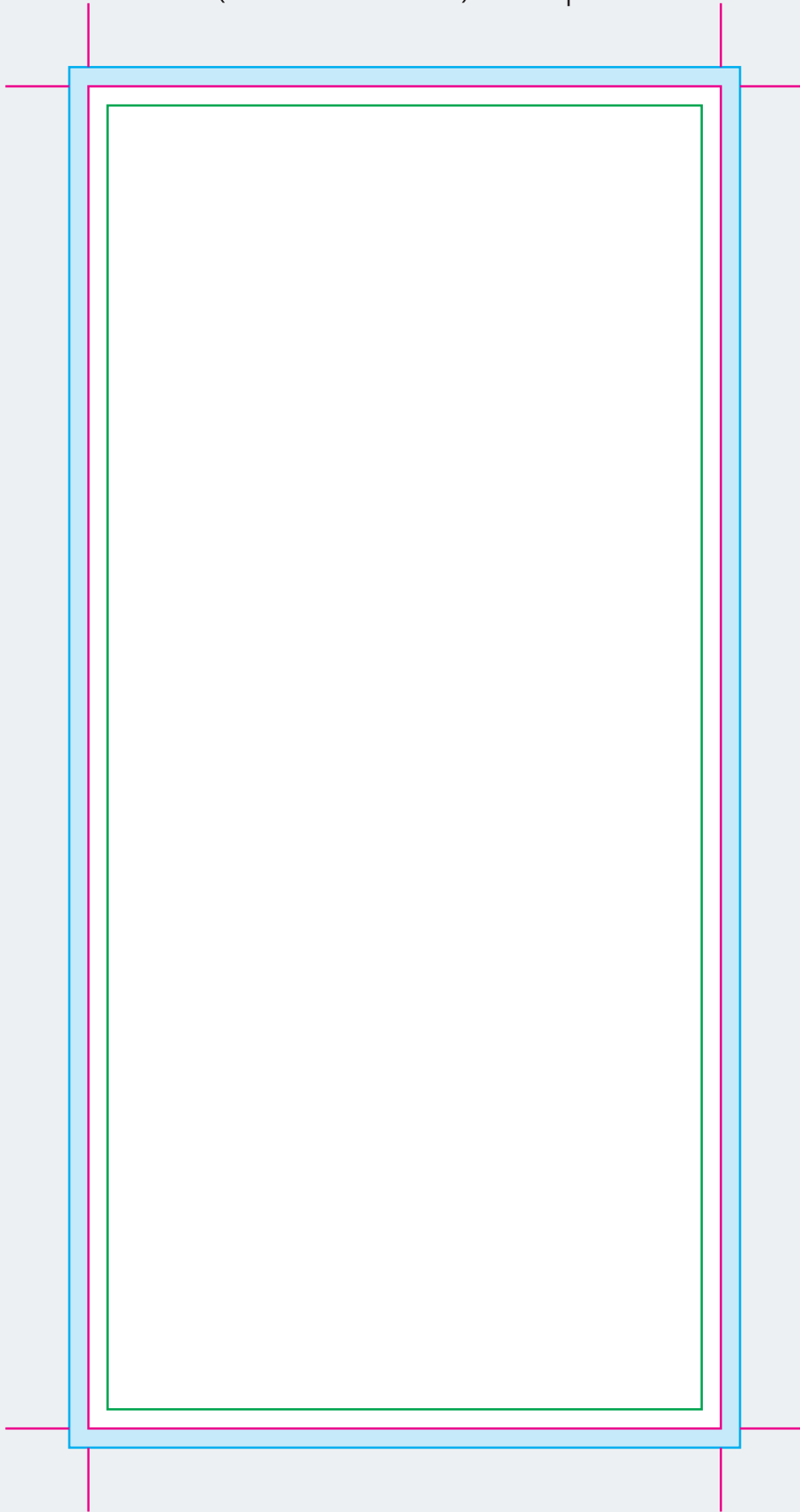
Finished 'trimmed' size

148 x 210mm

Artwork safe area

142 x 204mm

DL (99 x 210mm) Template



Bleed area

105 x 216mm

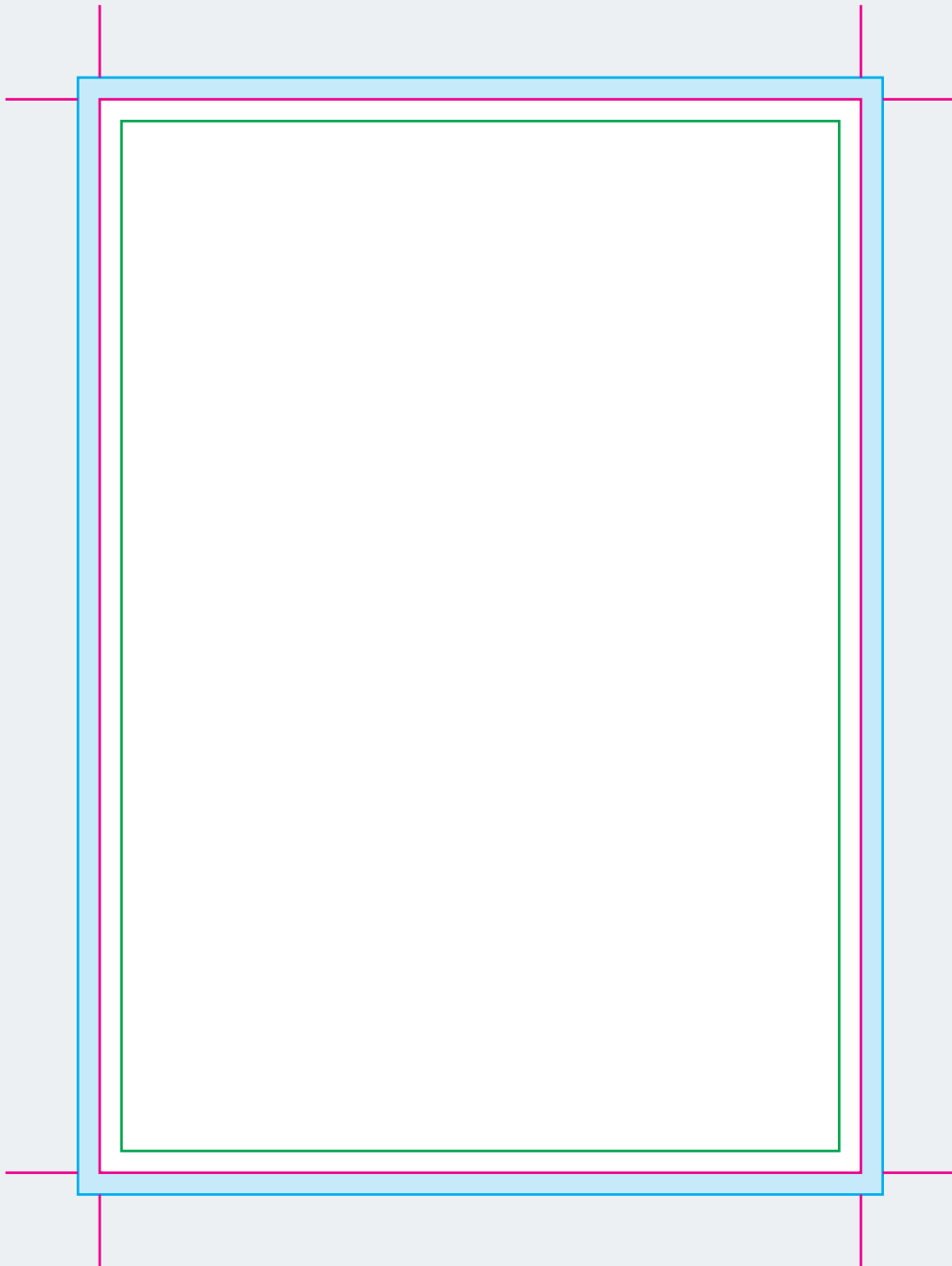
Finished 'trimmed' size

99 x 210mm

Artwork safe area

93 x 204mm

A6 (105 x 148mm) Template



Bleed area

111 x 154mm

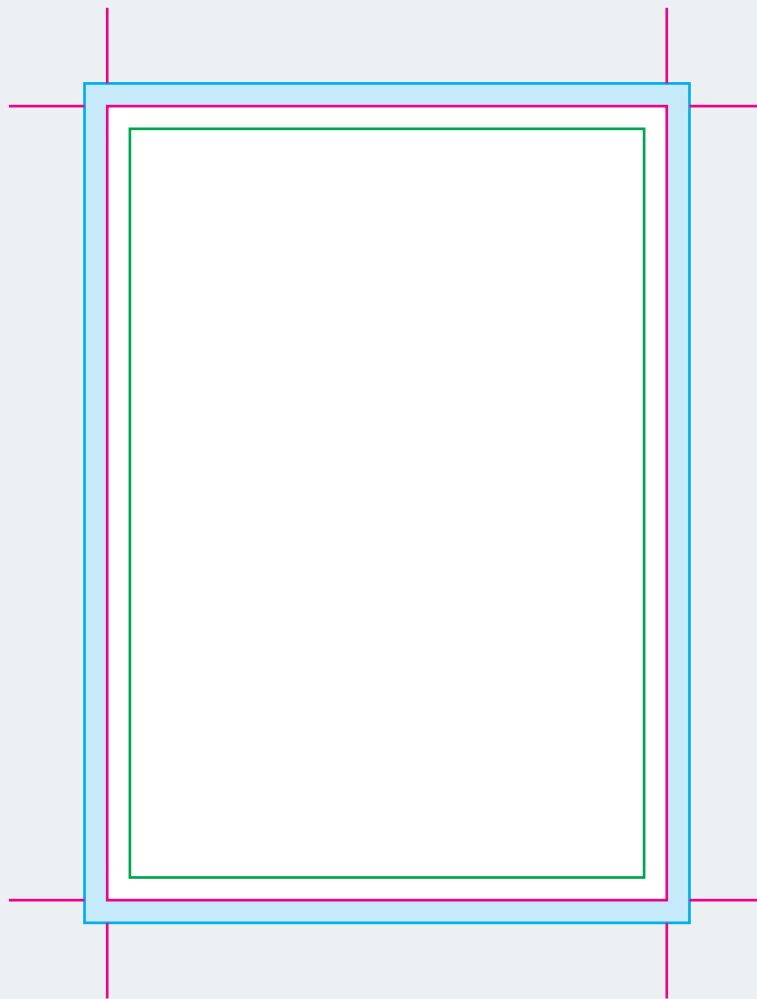
Finished 'trimmed' size

105 x 148mm

Artwork safe area

99 x 142mm

A7 (74 x 105mm) Template



Bleed area

80 x 111mm

Finished 'trimmed' size

74 x 105mm

Artwork safe area

68 x 99mm

A4 (210 x 297mm) Lined Template



Bleed area

216 x 303mm

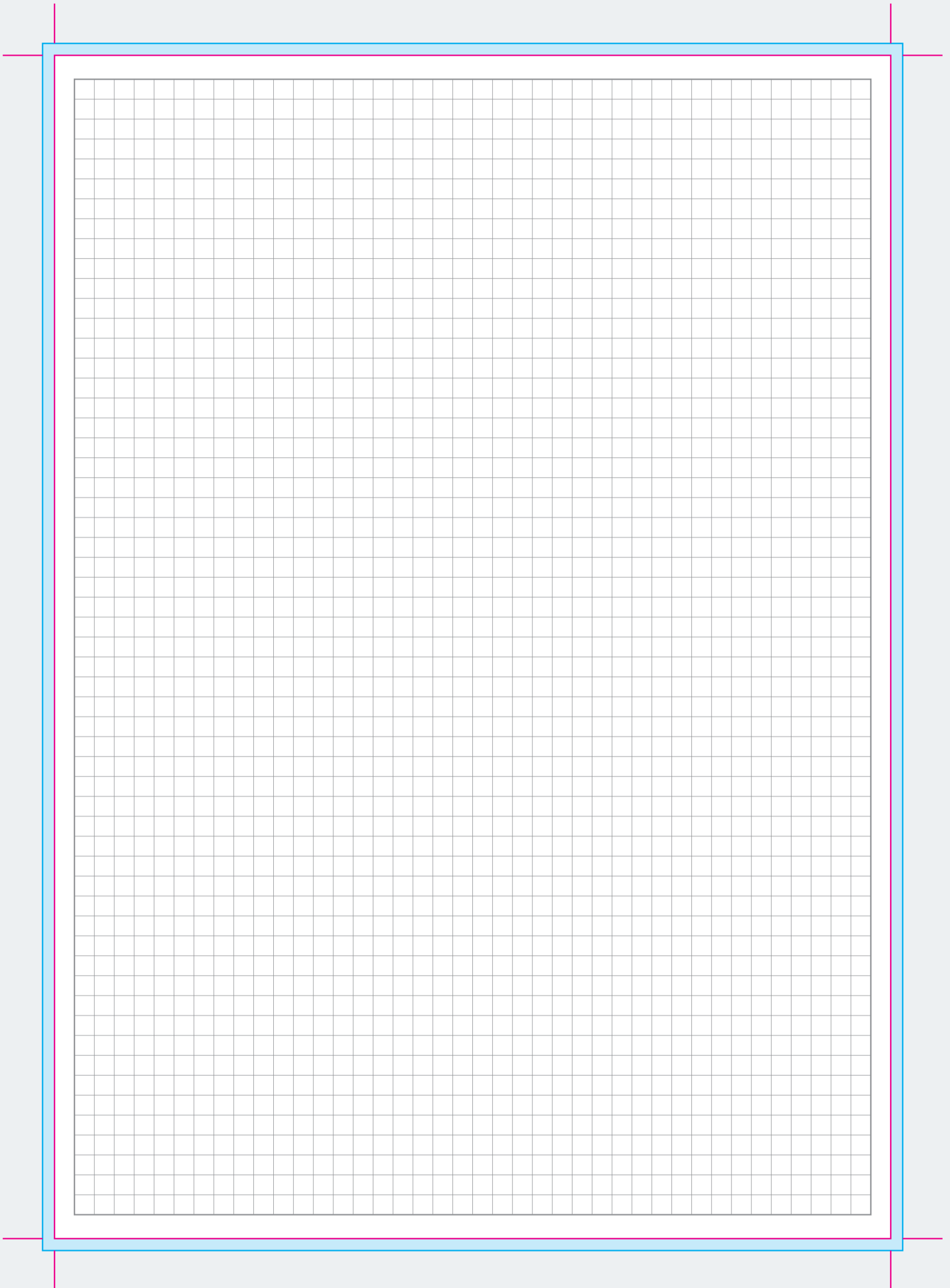
Finished 'trimmed' size

210 x 297mm

Artwork safe area

204 x 291mm

A4 (210 x 297mm) 5mm Grid Graph Template



Bleed area

216 x 303mm

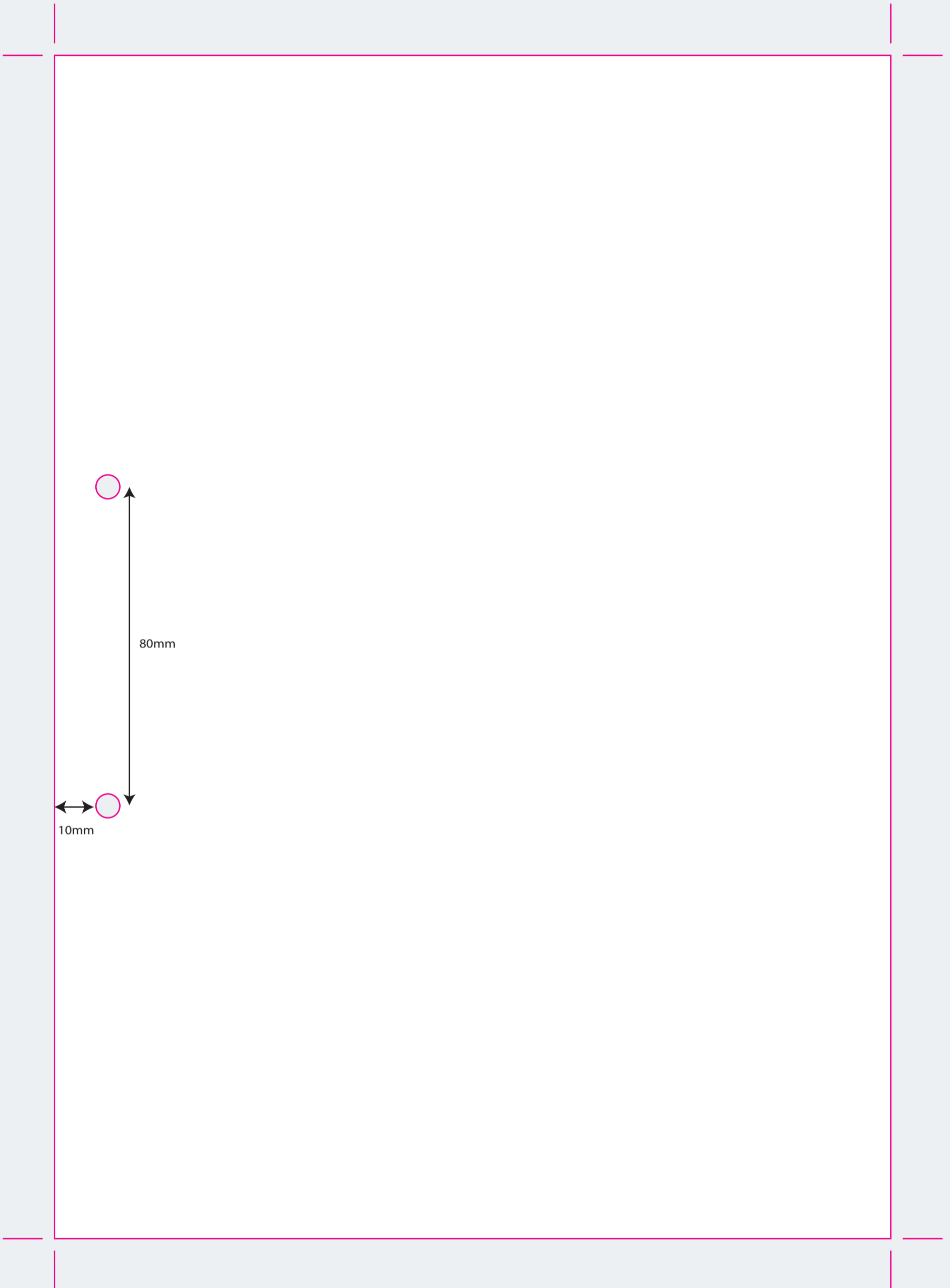
Finished 'trimmed' size

210 x 297mm

Artwork safe area

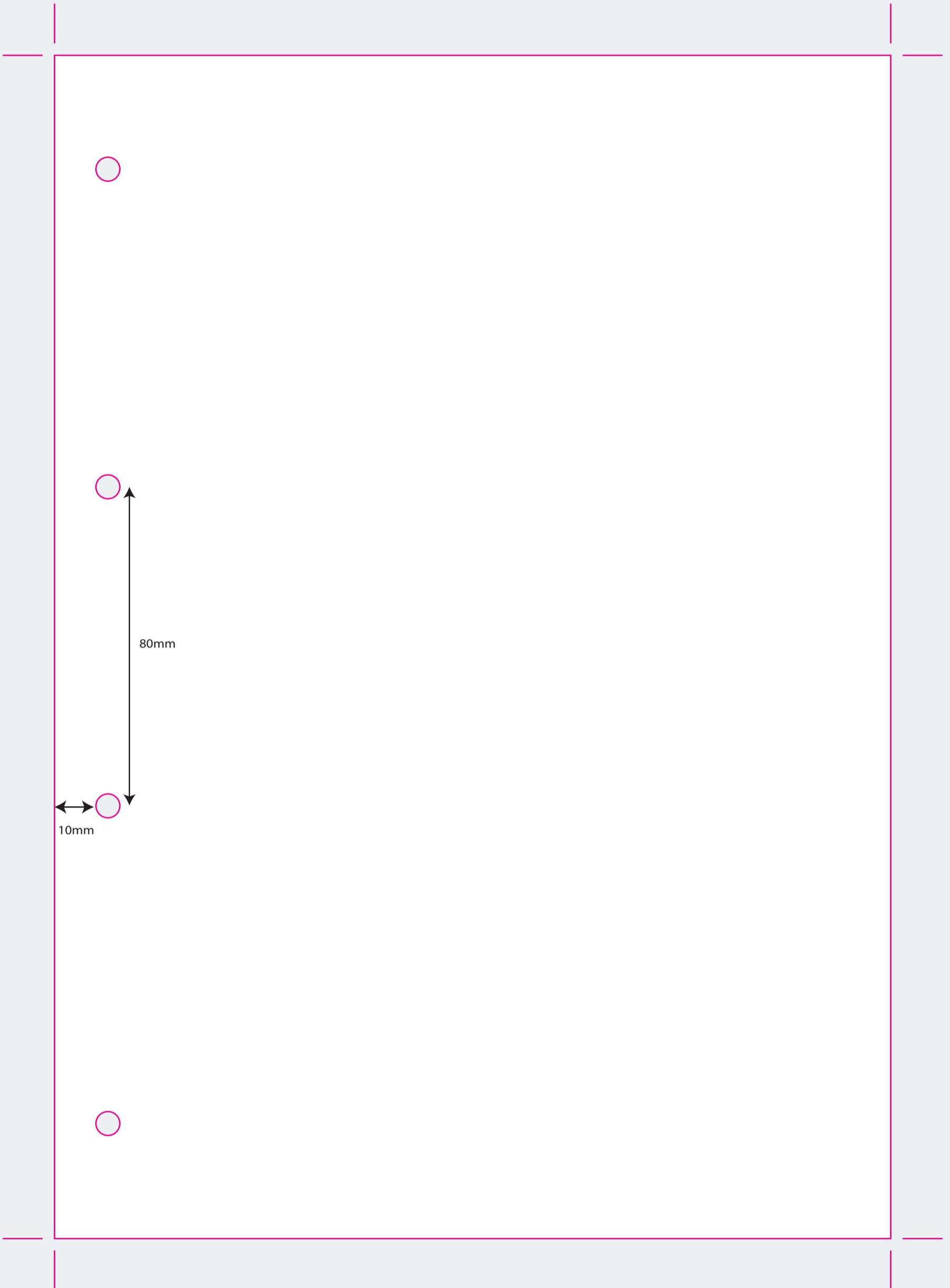
204 x 291mm

A4 (210 x 297mm) 6mm Two Drill Hole Template



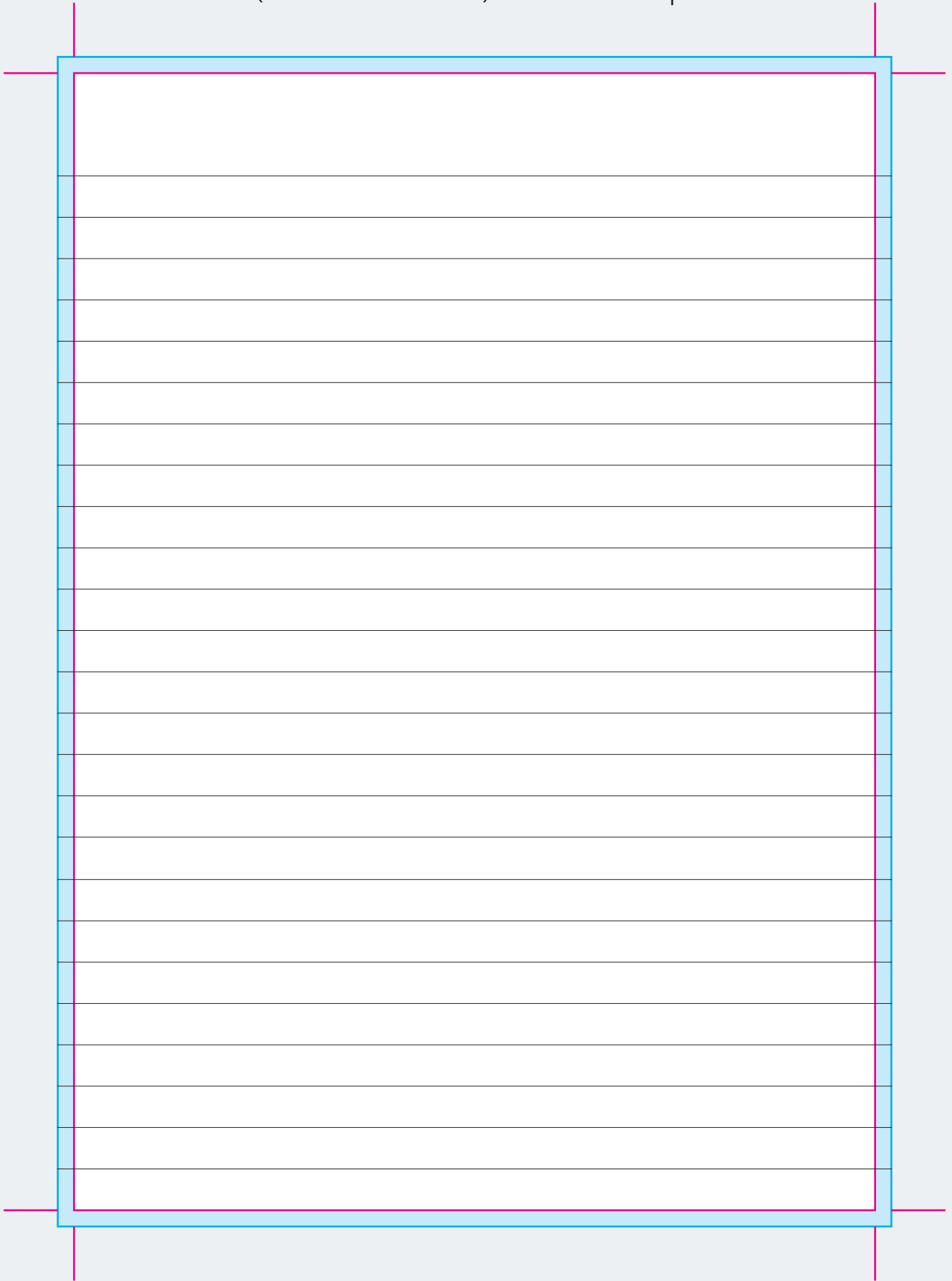
6mm Drill hole size (actual size)

A4 (210 x 297mm) 6mm Four Drill Hole Template



6mm Drill hole size (actual size)

A5 (148 x 210mm) Lined Template



Bleed area

154 x 216mm

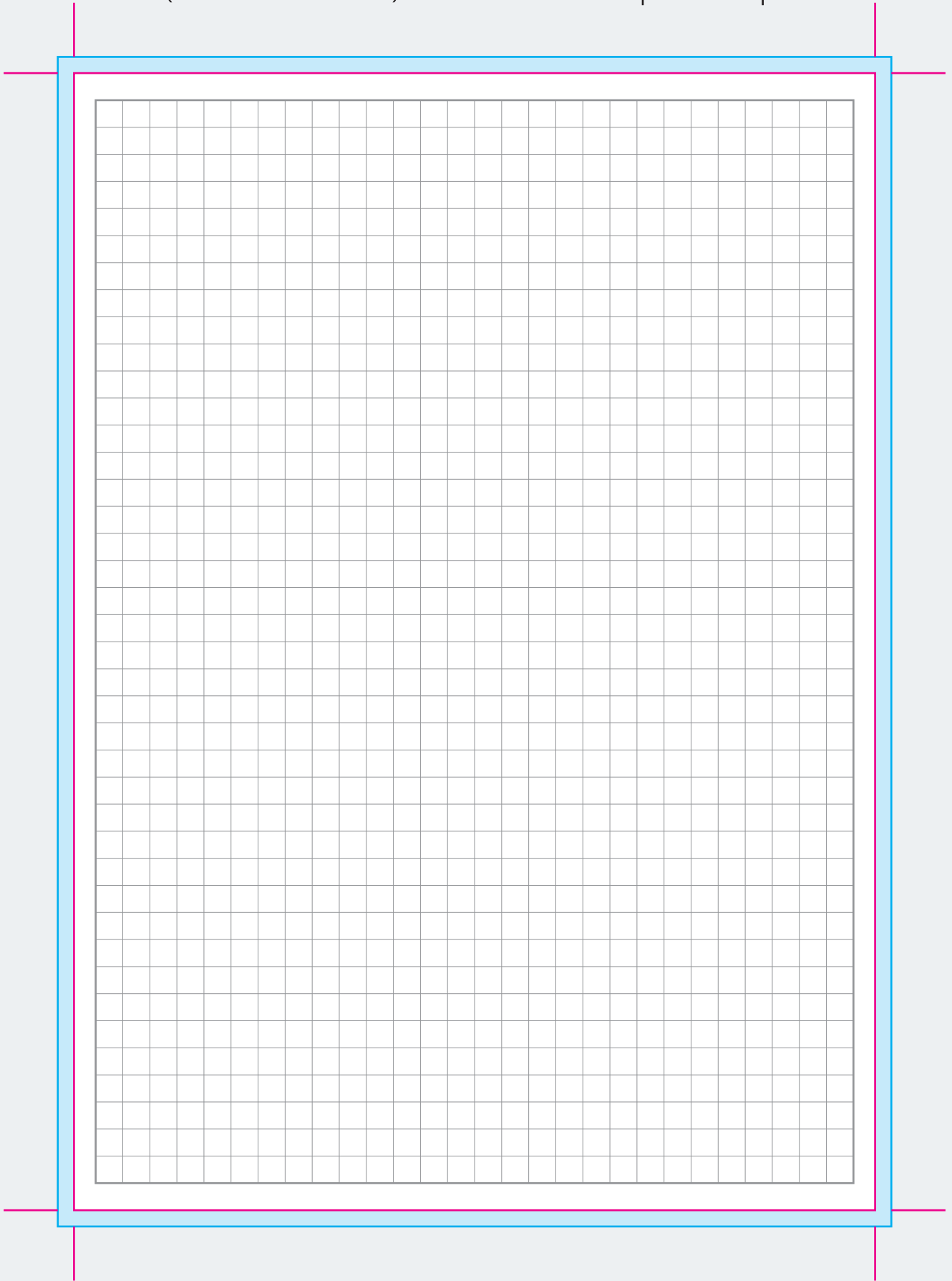
Finished 'trimmed' size

148 x 210mm

Artwork safe area

142 x 204mm

A5 (148 x 210mm) 5mm Grid Graph Template



Bleed area

154 x 216mm

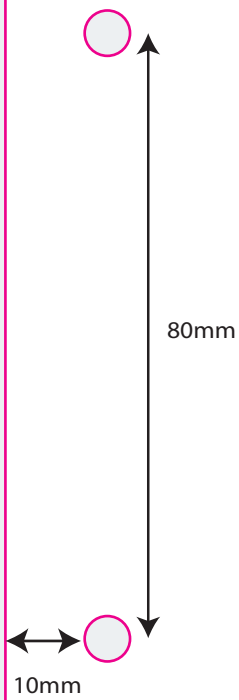
Finished 'trimmed' size

148 x 210mm

Artwork safe area

142 x 204mm

A5 (148 x 210mm) 6mm Drill Hole Template



6mm Drill hole size (actual size)