

## LARGE FORMAT PRINTING REQUIREMENTS

### General

- Please supply your files as Illustrator EPS or AI files. Our second preference are Photoshop files derived from EPS or AI files. We DO NOT accept INdesign Files.
- Proof read your file before sending it to us, indicate if changes are to be made, check all spelling and contact details.
- Supply your graphics file (eps/ai/HighResPDF) and send it to our dropbox via [our website](#) or [yousendit.com](#)
- Be sure to outline all fonts and embed all images before sending.
- Your file is printed as supplied to us unless otherwise instructed.

### PMS Colours

- PMS colours to be supplied, as we cannot take responsibility for CMYK or non-PMS colours. Colours will be printed as supplied.
- A fabric colour chart can be viewed to show the full range of PMS colours that can be printed. Six colour digital printing does not exactly reproduce PMS colours and a variation of  $\pm 5\%$  is normal
- Sample colour-matched fabric swatches can be provided in full colour - a small additional fee applies for this service.
- We provide a PDF proof for you to check and sign off prior to printing.

### Finishing Requirements

- Banners (in stands or with aluminium tracking) Allow 20mm bleed top and bottom for pockets and 5mm each side for finishing.
- Hanging banner with rods please allow 70mm top and bottom for pockets and 5mm bleed each side for finishing.
- Flags allow 60mm extra space around edges from text being to close to edge & minimum 20mm bleed all around.
- Great Walls allow 20mm top and bottom, 5mm left and right. Supply as one piece - Do Not Split

### Templates

- There are various templates on our website that you can use to design your banner or flag. [Click here](#) to view our templates.
- Please contact us if you require a custom template.
- Our templates outline correct bleed settings for each standard size.

### Checklist

- Graphics file (Illustrator EPS or High Res PDF)
- PMS Colours Included
- Fonts Outlined or Included
- Images Embedded or links included
- Hi-Res photographic files (minimum 300dpi)
- A detailed purchase order with quantity of prints, type and delivery date required

We print from Illustrator CS3 to ensure the best results for large format printing. This allows accurate colour matching and stops artwork components from dropping out.

**WE DO NOT PRINT FROM INDESIGN OR PHOTOSHOP**

Files can be saved at 25% of original size for easier file transfer.

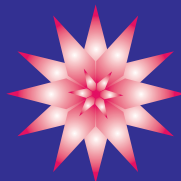
**Handy Links** -click to follow

**[Banner/Flag Templates](#)**

**[yousendit.com.au \(dropbox\)](#)**

**[Branding Tips](#)**

**[The Banner Lady website](#)**



---

## INDEX OF DOCUMENT SET-UP GUIDELINES

---

***pg 3 - Banner Guidelines***

***pg 4 - Tear Drop Guidelines***

***pg 5 - Bali Flag Guidelines***

***pg 6 - Great Wall Guidelines***

***pg 7 - Hanging Banner Guidelines***

-Click to follow links

---

Our Website contains ready to go templates for you to download and use to set up your banner or flag correctly.

If your product is not listed or you are unsure of how to set up your artwork correctly please contact our Graphics Department: [creative@thebannerlady.com.au](mailto:creative@thebannerlady.com.au) or phone us on (03) 9543 5933.

We are more than happy to assist you in any way we can.

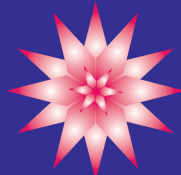
**Handy Links** -click to follow

***Banner/Flag Templates***

***[yousendit.com.au](https://www.yousendit.com.au) (dropbox)***

***Branding Tips***

***The Banner Lady website***

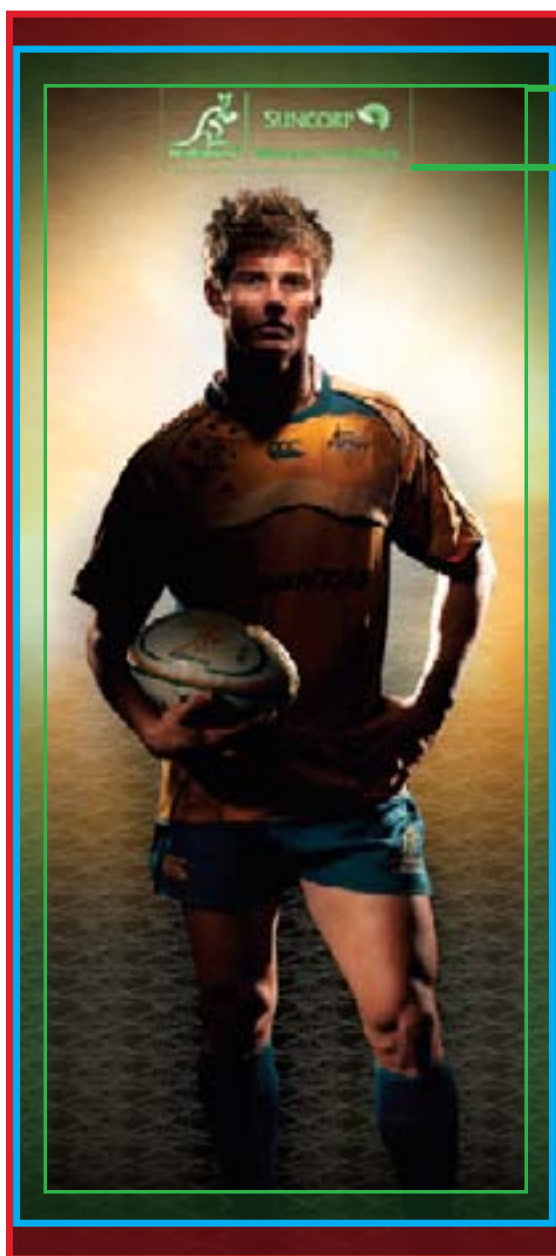


## **BANNER DOCUMENT SET-UP**

If you are unsure, please refer to our templates or contact us for a custom template.

### **Don't forget to:**

- Outline all fonts
- Embed all Images
- Provide PMS Colours
- Save your banner in a .EPS format (Illustrator CS3)



**Text 50mm in from document edge**

**Fonts outlined** - (even if a high res pdf is being made)

**Bleed (20mm top and bottom, 5mm each side)**

**Document Size (refer to your order)**

### **Stand Variations**

**Roll Up Stand** - Allow 10mm bleed top and 200mm bottom (bleed on bottom to roll into stand)

**Ladies Stand** - Allow 10mm top and 10mm bottom

\*if you are unsure about your particular product please contact us, as we are more than happy to assist you.

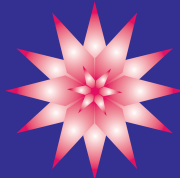
**Handy Links** -click to follow

**Banner/Flag Templates**

**[yousendit.com.au](http://yousendit.com.au) (dropbox)**

**Branding Tips**

**The Banner Lady website**



## TEAR DROP FLAG DOCUMENT SET-UP

If you are unsure, please refer to our templates or contact us for a custom template.

**Don't forget to:**

- Outline all fonts
- Embed all Images
- Provide PMS Colours
- Save your banner in a .EPS format (Illustrator CS3)



**Text 50mm in from document edge**

**Fonts outlined - (even if a high res pdf is being made)**

**Bleed (min. 20mm all around)**

**Document Size (refer to your order)**

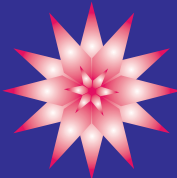
**Handy Links** -click to follow

**Banner/Flag Templates**

**[yousendit.com.au](http://yousendit.com.au) (dropbox)**

**Branding Tips**

**The Banner Lady website**



**BALI FLAG DOCUMENT SET-UP**

If you are unsure, please refer to our templates or contact us for a custom template.

**Don't forget to:**

- Outline all fonts
- Embed all Images
- Provide PMS Colours
- Save your banner in a .EPS format (Illustrator CS3)



**Bleed (20mm top and bottom, 5mm each side)**

**Document Size (refer to your order)**

**Text 50mm in from document edge**

**Fonts outlined - (even if a high res pdf is being made)**

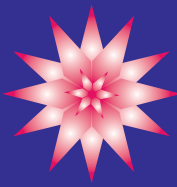
**Handy Links** -click to follow

**Banner/Flag Templates**

**[yousendit.com.au](http://yousendit.com.au) (dropbox)**

**Branding Tips**

**The Banner Lady website**



**GREAT WALL DOCUMENT SET-UP**

If you are unsure, please refer to our templates or contact us for a custom template.

**Don't forget to:**

- Outline all fonts
- Embed all Images
- Provide PMS Colours
- Save your banner in a .EPS format (Illustrator CS3)



**Split**

(avoid having text or detailed pictures here)

**Text**

(50mm in from document edge & Fonts outlined)

**Document Size**

(refer to your order)

**Bleed**

(20mm top and bottom, 5mm each side, splits share 5mm)

\* NOTE - Great Walls to be supplied as one piece - DO NOT SPLIT UP

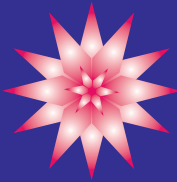
**Handy Links** -click to follow

**Banner/Flag Templates**

**[yousendit.com.au](http://yousendit.com.au) (dropbox)**

**Branding Tips**

**The Banner Lady website**



**HANGING BANNER DOCUMENT SET-UP**

If you are unsure, please refer to our templates or contact us for a custom template.

**Don't forget to:**

- Outline all fonts
- Embed all Images
- Provide PMS Colours
- Save your banner in a .EPS format (Illustrator CS3)



**Document Size**

(refer to your order)

**Bleed**

(20mm all around)

**Text**

(50mm in from document edge & Fonts outlined)

**Eyelets**

(avoid having text or detailed pictures 20mm from edge as eyelets will be placed in every corner & every metre)

**Variations**

**Counter Banner** - Allow 20mm all around for stitching  
**Hanging Banner with Gripper Rods** - Allow 70mm top and bottom for rods.

**Handy Links** -click to follow

[\*\*Banner/Flag Templates\*\*](#)

[\*\*yousendit.com.au \(dropbox\)\*\*](#)

[\*\*Branding Tips\*\*](#)

[\*\*The Banner Lady website\*\*](#)