

## Data Sheet for Customer Files

### Submitting Your Work

Work can be submitted to On-Demand Pty Ltd by various means. If your device is not listed below, please contact us to arrange other methods of transfer.

- DVD or CD Rom
- USB Stick
- Upload through our Website Submission service [www.on-demand.com.au](http://www.on-demand.com.au)
- FTP (ask your customer service representative)

### File Submission

**A PDF/X-3 format should always be supplied.**

Application Formats, “open” files (e.g. InDesign, Quark, Photoshop, Word, PowerPoint etc) should be avoided and only supplied following prior arrangement. Our ISO specification does not include non-PDF supplied art. The advantage of supplying in PDF is that all items (fonts, graphics, pictures, text etc) contained in the file are supplied ready to print as per what is on the screen.

Contact us for specifications and correct PDF description files (joboption files). These can be loaded onto your system and used to simplify and make PDF files produce consistent results.

To assist us in processing your files as quickly and accurately as possible, please keep the following items in mind when creating and submitting your work.

- Embed all fonts that are used throughout the job, including fonts used in linked EPS's. When defining a font, use the actual font for bold, italic etc rather than choosing them from the applications styles.
- Set bleed to at least 3mm. (Bleed is the art that flows off the side of the page that we will cut into when we finally trim the document to its final size)
- Set Document Setup to same size as the final trim. Plonking art in the middle of a page or sending us 2 page spreads requires the file to be extensively worked on and reduces accuracy.
- When naming files, try to avoid using the following characters as they are not recognised on our system.  
? " / \ < > \* | : = + [ ] . , ; ^ ® ™ % ÿ ° ©
- Do not use any spaces or dots at the beginning or end of filenames.
- Supply latest ISO Verified Proof copies of the final job if possible.

Delete any unused objects off the page.

### ISO 12647 Print Standard – What Does this mean?

On-Demand is an early adopter of the recent Worldwide Printing Standard ratified by the International Standards Organisation and Australian Standard AS12647-2. This means that if a client sends On Demand a PDF file which has been produced to the standard, they can be confident that we will print it to international standards of colour consistency, layout and finish that are independently measured and certified.

This means we can run a photo spectrometer over your proof and measure that the proof and job is matched to Australian and International Printing Standards.

Clients who are not yet part of the standards will be assured that the machines we use are calibrated to produce consistent and world class results.