

## How to Supply Artwork & Guidelines

### 1: Place Your Order

## 2:

Submit your artwork to [artwork@display-box.co.uk](mailto:artwork@display-box.co.uk) for proofing and artwork setup, along with your order number.

## 3:

Receive an artwork proof for you to review and approval.  
Lead time: of 1-2 working days from receipt of the artwork.

## 4:

Artwork approved and payment has been made  
**PRODUCTION LEAD TIME STARTS HERE**  
Lead time: 3-7 working days depending on the product

## 5:

Your product is printed and ready for despatch  
**DELIVERY LEAD TIME STARTS HERE**  
Lead time: 1-3 working days depending on the delivery service selected when ordered

Files over 10MB? please use our Wetransfer service.

## Artwork Supply Instruction:

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Y K**

All artwork should be converted to CMYK.  
Any elements not converted will be converted to CMYK by our RIP.



Artwork should be set at 25% of the finished size as per the templates we have provided.



Please make sure all images are set to 300 DPI when the artwork is at 25% scale.



Provide the artwork as a high-resolution PDF.  
All images should be embedded and all fonts should be outlined/paths.

Some files may need bleed; refer to the product template for requirements.

## Colour Matching:

If color matching is crucial, please provide a physical sample of the color to be matched, such as a brochure, poster, or accurate block color printout (minimum A4 size).  
In general, letterheads and business cards do not provide a large enough area for accurate color matching, so please avoid supplying these items. Test prints may result in an additional charge and affect lead times.

### Send hard copies to:

REF: (Order Number)  
Display Box  
2 Fox Lane,  
Reigate,  
Surrey, RH2 9NQ