

Hampton - Preparing for Printing & Appointments **PLEASE READ**



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Appointments are given on a strict time limit basis only [30mins], to ensure everyone gets to have their work printed and checked before leaving. Time between appointments is required for production of binding and finishing other important deadline orders.

We will always do our best to help or advise on all matters of printing and binding but please be aware of these time limitations. 20 mins is allowed for copying over your files to our servers, processing files to be print ready and printing your work, usually just one project. 10mins is then allowed for you to carefully check your work, make sure it is in the correct order before handing back over to us for trimming, binding and finishing at a later time. WE NEVER CHANGE TO ORDER OF YOUR PAGES SO CHECK VERY CAREFULLY WHAT YOU HAND BACK TO US FOR BINDING.

Because of these time constraints any time over (30mins) **WILL incur a minimum charge of £15**, (but only if appropriate time is available), or alternatively you will need to make a further future appointment. Please be patient if we have other customers or phone calls to deal with during your appointment. We will take any interruptions into account of your time slot allowance.

Please note that during busy appointment schedules it is most important for the benefit of everyone, to closely follow these required guide lines:

1. Please arrive on time & fill out our student form, name, course, deadline etc.
2. Be right ready to hand over your work for printing on either:
 - a. A USB stick (make a HAMPTON directory for all your files)
 - b. A drive that is correctly formatted for PC.
3. Files should ideally be one **PRESS QUALITY PDF**.
4. Supply correct size **single pages** - and definitely NOT spreads.
5. **Covers**, unless for a saddle-stitch booklet, must be on a separate file and set up to the correct specifications. (ie. Perfect Bound Cover needs to be a spread with correct spine size).
6. JPEGs & PNGs files will require converting to PDF (small charge).
7. Multiple files will need combining (small charge)
Make sure they are **numbered in order** at the beginning of their file name - 01, 02, 03 - 09, 10, 11 etc and NOT 1, 2, 3 - 9, 10, 11...
8. If any printing is required right to the page edge then a **3mm bleed** must be supplied on all sides.
(An A4 page will therefore become 216mm X 303mm.)
9. All **layers should be flattened** before hand to keep file sizes down.
- 9a. Avoid **MS Word documents**, as text spacing, page breaks, headings and lines can alter from one computer to another.
Save as a PDF file first.
10. Avoid overly large files - they take too long to process and print and will therefore most likely cost extra.
Images need not be above 300 dpi. Extra charges apply to files over 500mb due to extra processing and printing time.
11. Poor quality output is usually the result of linked objects requiring a proper link to their original source or low resolution images taken from websites.
12. Avoid mixing **colour spaces**. We print in CMYK. Therefore a black RGB object on a black CMYK background will result to two differing qualities of black.
13. When exporting from InDesign do remember to click **MARKS & BLEEDS**, okay CROP MARKS and check box to use documents bleed (4 boxes with 3mm should then appear / otherwise greyed out).
14. If your first right hand page is to be a blank then one should be included.
15. Remember any **SADDLE STITCHED** booklet needs page total to be in fours.
16. Be aware of any binding limitations for your chosen document size, page total and binding method.
Especially landscape A3. Ask for our special chart.
17. Don't leave everything to the **last minute**. Leave time for emergencies, equipment breakdowns, out of stock items, computer crashes, illness, accidents and possible corrections and reprints if you've made mistakes.
18. Pages required for printing on **tracing paper** or acetate should be in a separate file.
Including acetates, tracing paper or supplying your own papers are not recommended nor are they guaranteed to bind securely and are therefore at the customer's own risk and cost if reprinting and re-binding are necessary.
19. Text running across spreads rarely works satisfactory. Best avoided.
20. Test prints and any corrections requiring reprints are chargeable.

We can not guarantee print quality using tracing, acetate or supplied materials

Any pages required on a different material should be supplied as a separate file

Avoid text across any perfect bind spread (usually disappointing)

Hampton are absolutely dedicated to producing the very best work for you and over many years have helped thousands of very thankful students to complete their assignments. We wish each one of you every success with your degrees and all the very best in your future careers.

REMEMBER: CHECK PDF FILE; CORRECT SIZE; SINGLE PAGES; ADD 3mm BLEED.