

Bestbuyenvelopes.uk

Envelopes & packaging online

Submission instructions for printing on envelopes

First, open our .pdf template. You must use this template when setting up your custom design; the document is formatted to the same dimensions as the envelope you have selected. For purposes of recognition, we have indicated the dimensions in the margins for you. The flap side is the side on which the envelope opens. Printing is always done on the front of the envelope, as the flap needs to adhere to the back.

You will also note that a margin must be left clear on all sides of the envelope. It is not possible to print on this part of the envelope. In most cases this margin is 8 mm wide; however, it may deviate by a few millimetres in some instances. The template is leading in this regard. If you have an image for printing that will overlap the margin, or if you wish to print on the back of the envelope, please contact us. We will help you find a fitting solution for your design.

A few tips for your graphic designer:

Remember to include the font and image(s) you used: submit the font as Postscript 1 or as an OpenType font. Conversion to letter outlines is also an option, but please save a copy of the original before doing so in case any adjustments are needed.

Any pixelated, full colour images such as photos and/or logos must be in CMYK format (not RGB) and have a resolution of at least 225 dpi and no more than 300 dpi. When printing in 1 or 2 colours, the design must be formatted using PMS or Pantone colours.

It is not possible to create technically print-ready documents using the Microsoft Office suite. These documents are unreliable in terms of the printing result. Please use Adobe InDesign or other DTP software instead.

In the event your order contains multiple article numbers, please make a separate document for each article and give them distinct file names.

Important:

Bestbuyenvelopes.uk strives to deliver quality products and to satisfy its customers. However, we cannot be responsible for errors in the content of documents you have submitted; this includes potential errors in the text and whether or not the design is presented effectively.

For printing in 1 or 2 PMS colours and/or full colour in CMYK format, please be aware that the background (the colour of the paper/envelope itself) will affect the appearance of the colours printed on it. This is because the colours applied during printing are not 100% opaque. Printing on a white background always yields the best colour effect.

Please note: uploading a document or granting approval by e-mail is definitive and binding. Having doubts about the quality of your document(s)? If so, we recommend you include our document check as an extra option along with your order.

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About the document check option:

You can add this option to your order, at an additional fee, if you would like us to check your document(s) for you. If you select this option, we will warn you if the lay-out of the document is incorrect. We will check the following aspects:

- Has the font of choice been included with the document?
- Is the colour scheme correct?
- Has the right resolution been used?

We use Enfocus PitStop Server to check the document(s) you have submitted, in accordance with the Ghent Workgroup guidelines of "SheetCmyk_1v3"; these are considered the standard submission specifications for the graphic industry throughout the Netherlands and Europe.

If your document meets the technical requirements we will proceed to the production stage. If that is not the case, we will let you know where to make improvements so that your document will then meet the requirements. We will not print the envelopes until we have received either a correct document, or your express approval (via e-mail) to go to print in spite of our comments.