

Introduction

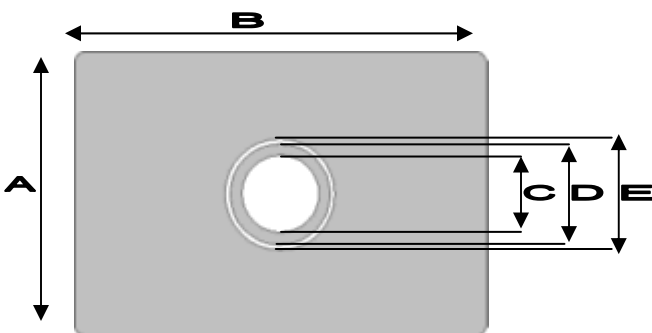
CDROM Business cards become a more cost effective option when the production quantity is 500 or more. Below this the CDR Business Card option is usually more practical. The typical delivery period is 12 to 14 working days from receipt of order and all materials. If the time is insufficient for your deadlines please call us as we have been known to perform miracles.

The Process

1. Purchase Order is placed with Toucan eMedia
2. Toucan supply paperwork, Invoice for 100% of the total job cost, due before the project commences.
3. Client supplies:
 - a. Due payment
 - b. One CDR with the data that we use as the master. This should be signed, dated and referenced, thus endorsing it as a final working copy that is 100% correct. Please note we do not check the presentation for errors; the production cards will be a clone of your master disc. This CDR should be burned no faster than X2, burn method should be DAO (Disc At Once) and the disc should then be closed.
 - c. One CDR or email with the on-body design. This should be in a format created by QuarkXpress, CorelDraw or Adobe Photoshop or Illustrator and to our template. Ideally we prefer a layered Photoshop .psd file and a flattened .jpg. Images should be in 4 colour and of resolution 300ppi or greater. Designs may require bleed depending on cd type selected. Please see table below. The design elements should avoid aligning closely (3mm) with the card edges. Fonts below 6 point should not be used. Please include all the font files used.
 - d. One ink-jet print of the on-body design marked up with any special requirements. Also include any printed literature of logo's etc. for colour matching if applicable.
4. We supply you a single Adobe pdf file of the on-body design for you to verify and confirm your acceptance by email or in writing. This is not a colour proof but rather a positional artwork proof.
5. Optionally we can supply a production proof on foil (approximately £100) for digitally printed cards and a Chromalin for other options.
6. With most production runs, a colour proof is not required, and in such cases we require a proof waiver to be signed.
7. Production time starts from when we receive all materials, due payment and your written/email acceptance of the proof or proof waiver.
8. Delivery by overnight carrier or as arranged.

Not every client process is identical and final details should be confirmed to your satisfaction with your contact at Toucan eMedia.

The Artwork Template - Business Card On-Body Design



Capacity	25MB	30MB	40MB	60MB	80MB	100MB
Finish	Screen	Digital	Screen	Offset or screen	Screen	Digital
A	56.0	57.0	57.0	65.0	64.0	67.0
B	86.0	84.5	84.0	87.0	89.0	84.5
C	19.0	15.5	20.0	22.5	19.0	15.5
D	24.0	24.0	24.0	-	24.0	24.0
E	26.0	26.0	25.0	-	26.0	26.0
Minimum bleed on all edges	2	0	3	1	3	0

Not to scale. All dimensions are in mm.

IMPORTANT:

Artwork must meet the minimum requirements details in this document.

Artwork outside this specification may result in a poor quality final product and/or production delays.

Dependant on the production line available for your work, the stacking ring between 'D' and 'E' may be printed over. This is not guaranteed. Please verify when ordering. The ID ring on the data side will contain production and Toucan eMedia contact information.