

1. Software

Data from other software as the here mentioned software cannot be used.

Macintosh-Systems

- Pagemaker Version 6.5
- Quark-Express Version 6.1
- Photoshop Version 7.0
- Illustrator Version 10.0.3
- Freehand Version 11.05.2004
- Corel Draw Version 11.0
- Acrobat Version 6 Pro

Windows-Systems

- Quark Express Version 5.0
- Photoshop Version 6.0
- Illustrator Version 9.0
- Freehand Version 9.0
- Corel Draw Version 9.39
- Corel Photopaint Version 9.397
- Acrobat Version 6 Pro

2. Storage media

Macintosh-Systs

- CD for Apple files
- Diskette 1,44 MB
- JAZ 1 und 2 GB
- Syquest 200 MB
- ZIP 100 MB

Windows-Systems

- CD ISO 9660
- Diskette 1,44 MB
- JAZ 1 + 2 GB
- ZIP 100 MB

3. Data-formats (made with programms mentioned under point 1. software)

- Open files created with Quark-Express, Pagemaker or Corel Draw
- EPS, Tiff – files with 300 dpi resolution
- JPEG files with 300 dpi resolution

4. Colors

- Digital- and Offsetprint CMYK
- Offsetprint pantone colors on demand (we need the color-numbers to check the possibility)
- Concerning the digital-printing-method please be aware that RGB and Pantone colors in the artwork will lead to color differences
- The right color setup in the artwork has to be looked after by the customer.

5. File-proportions (We can supply master-files for all our forms !)

For digital products, a printed paper layer is welded into the pad. Because of the occuring heat at the corners of the product during the production-process we have to stay away 2,5 mm all the way arround from the outline of the pad. This is the reason why the paper layer has to be smaller than the finished product. Because of the remaining 2,5 mm line arround your artwork the foam, which can be chosen black or white, will become visible. Our tip: Let your artwork background either run into white or black so the difference between artwork and foam will not be seen at all. On offset printed products the print is placed on the back of the clear surface. The print will end with the edge of the mousepad so that you do not have any lines here. Please take care that all objects which should not be cut are placed 5 mm away from the edge of the pad, so there is no danger that they might get into the welding area.

Form	Size ^{*1+4)} Product	Size ^{*1+2)} Paper-layer	Filesize ^{*1+2)} Typesetting-file <u>only digital products</u>	Filesize ¹⁺²⁾ Typesetting-file <u>offsetproducts</u>	Min. distance NbO ^{*3)} to the edge of the product
Mousepads					
Square 1	240 x 200	235 x 195	240 x 200	245 x 205	5
Square 2	250 x 180	only offset	only offset	255 x 185	
Square 3	230 x 180	only offset	only offset	235 x 185	5
Diamond	240 x 175	235 x 170	240 x 175	245 x 180	5
Quadra	200 x 200	195 x 195	200 x 200	205 x 205	5
Circle	200 diameter	195 x 195	200 x 200	205 x 205	5
Curve	240 x 200	235 x 195	240 x 200	245 x 205	5
Oval	240 x 200	235 x 195	240 x 200	245 x 205	5
Arrow	240 x 200	Only offset	Only offset	245 x 205	5
Coasters					
Quadra	100 x 100	only offset	only offset	105 x 105	5
Circle	100 diameter	only offset	only offset	105 x 105	5
Achteck	100 x 100	only offset	only offset	105 x 105	5
Deskpads					
Small	400 x 280	395 x 275	400 x 280	405 x 285	5

*1) The sizes are mm. *2) Please consider a corner-radius of 5 mm.

*3) NbO= Objects which should not be cut like fonds or pictures etc.. Please also consider the 5 mm edge radius here.

6. Proof / Release print

It is very important to join a CMYK proof with the order (No Pantone, HKS or RGB). If it is not possible for you to join a proof, you can order it from us. The proof will be charged extra.

- Please copy and forward to your graphic department-

Dear customer,

to be able to process your order to your full satisfaction and in time, but also to avoid additional costs we need you to fill in this data-covering letter and sent it to us with your order.

Please do understand that we can only start working on your order after receiving this letter.

Please make sure that you only use programmes according to our point 1. **Software** and that you set the artwork up according to our file-proportions. The basis for the required files is the „Specification for production of mousepads, deskpads and coasters“ on the following page. Further we also offer masterfiles for the different forms of our pads.

1. PO-Data

Our order No.: _____ from: _____ Motive: _____

2. Used system for artwork-production Macintosh Windows

3. Name of the typesetting file : _____

Quark Express Vers. _____ Pagemaker, Vers. _____ Corel Draw, Vers. _____

4. Other software used to create the artwork

Corel Foto Paint, Vers. _____ Freehand, Vers. _____ Illustrator, Vers. _____ Photoshop Vers. _____

Please do only use the software as explained on the next page !

5. Type-Fonds

Please do only use PostScript-Fonds or convert the fond into curves (vectors). Please make sure that the fonds are not damaged.

Fonds were controlled and enclosed Fonds are converted to curves(vectors)

6. Colors

Please define all colors in your artwork CMYK. We can only accept special colors on agreement.

Colors in Type-fond are defined CMYK The colors of all imported/linked/embedded files are defined CMYK

The following special-colors (pantone) were used according to our agreement:

7. Imported, linked and embedded files

- Imported or embedded files are completely enclosed
- Imported or embedded files are TIFF or EPS files
- Imported or embedded files are defined CMYK
- Embedded files were converted to CMYK before embedding

Proof enclosed in CMYK is not enclosed. Has to be made and charged extra.

Contact for artwork-information, date and sign: _____

Company: _____ Mrs. Mr. _____

Telephon: _____ Fax: _____