



The diagram shows a 1000mm x 1000mm banner template. A red solid line indicates the overall size. A green dashed line indicates the 'Printable Area' (1000mm x 1000mm). A blue dashed line indicates the 'Safe area for text' (950mm x 950mm). The 'TOP SIGNAGE' logo is centered in the top right. Text instructions are provided in several sections: 'Supplying artwork', 'Acceptable file formats for printing', 'HOW TO USE THIS TEMPLATE', 'IMPORTANT', 'Sending Us Your Files', and 'Turnaround time'.

## Supplying artwork

File size: **1000 x 1000mm**

**File type:** pdf with fonts embedded/outlined

- ▶ Any graphics should be 300 dpi
- ▶ Colour should be CMYK
- ▶ Please convert all design text into curve.

## Acceptable file formats for printing

- ▶ EPS (Encapsulated Post Script)
- ▶ AI (Adobe Illustrator)
- ▶ PDF (Adobe PDF)
- ▶ PSD (Adobe Photoshop)
- ▶ JPG (High Resolution JPEG)

## HOW TO USE THIS TEMPLATE

- ▶ Hide the 'Sample Artwork' Layer (for reference should you need it)
- ▶ Apply your design to this template.
- ▶ Once your design is complete remove the 'Sample Artwork' layer from your design.
- ▶ Convert your design to PDF format (recommended but not mandatory)
- ▶ Upload your design and create your order.

## IMPORTANT

Please remove the layer 'Sample Artwork' from your final document before uploading and creating your print job online.

## Sending Us Your Files

- ▶ Files under 20MB email to [sales@topsignage.com.au](mailto:sales@topsignage.com.au)
- ▶ Over 20MB files can be sent via Google drive, drop-box or we-transfer link at [sales@topsignage.com.au](mailto:sales@topsignage.com.au)

## Turnaround time

Banners can be produced within 24 hours assuming artwork has been supplied correctly.  
For any queries, please call  
Print & Distribution Services on **03 8510 1516**

1000mm

1000mm