

placing  
orders &  
enquiries



## Enquiries

If you have an enquiry and need a price in a hurry (or even not in a hurry), you can contact one of our estimators to obtain a fast, efficient response to meet your needs.

You can obtain paper samples or printed samples of something similar to your project – just ask and our Sales, Estimating or production staff and they will be happy to offer you the benefit of their experience with any questions you may have.

We are always there to assist our clients, whether it be for 250 business cards or 20,000 magazines.

## Placing an order

You can place your order with Evonprint by contacting any of our production staff (or by contacting your salesman) by telephone, fax or email – please see our list of contacts.

Please let us know if we have provided you an estimate then we can immediately source your details and quickly process your order to the production stage. Just confirm your order details and we will provide timings for proofs/deliveries etc as you require.

## Sending of artwork

Your artwork can be provided to us through a number of different means (cd, dvd, email, ftp, memory stick (1 to 4mb), hard copy, etc). Below is a list of frequently asked questions which will provide you most of the technical and non-technical information you may require. BUT, if you need further advise, do not hesitate to contact one of our production staff who will either answer your question or put you through to one of the technical operators to help.

## FAQ's

### **Can we accept both Mac and PC artwork?**

Yes, and are very happy to receive either.

### **What should you provide us when you supply your artwork?**

You need to supply all font files that you have used, whether TrueType or postscript. If postscript, remember to include both the printer and the screen fonts. You must also supply all images and graphics contained within the documents, such as EPS, TIFF, JPG and PDF files for example, that you may have scanned into photoshop or created in illustrator. We also prefer to receive up to date laser prints to enable us to check the job once we have output to hi-resolution proof/plate.

If supplying multi page pdf artwork, please supply as single pages for us to impose as required.