

Sending Finished Artwork

TPO prefers to receive your finished artwork files as hires print-ready PDF.

While we can accept virtually any file format you might work with, a hires print-ready PDF is the safest way to ensure that what you've created is printed as you intended.

To create a hires print-ready PDF, ensure that your artwork:

- is high resolution (300dpi)
- is CMYK (not RGB)
- has 3mm bleed on all edges, and
- has trim marks.

It's also worth checking that your PDF:

- matches the finished size on your quote, and
- only contains spot (PMS) colours if specified on your quote.

If you're using Adobe Creative Suite, download our hi-res job options file for use with Adobe Creative Suite [here](#).

Using TPO Design Services

If you're using TPO's in-house graphic design services, please supply your:

- logos as vector EPS (preferred) or high resolution JPEG
- images in high resolution (300dpi), and
- we'll handle the rest!

Uploading via Hightail

You can send large files to us via Hightail.

1. Click the following link or enter the address in your browser:
<https://www.hightail.com/u/theprintingoffice>
2. Fill in your details, choose your file/s, and click 'Send It'
3. You'll receive an email notification from us when we receive the file, so you know that it has arrived safely

NOTE: If sending more than one file, we recommend that you zip all files together into one archive folder so that you only need send one file

Still not sure?

Contact the prepress department and we'll talk you through the process.

Phone 07 3268 8876 or email prepress@tpo.co.

TPO Leaders in sustainable commercial print

Welcome to The Printing Office [TPO]. You can send files directly to us through this page. Questions? Please email us at prepress@tpo.co or call 07 3268 8876.

Full Name: (Optional)

Email: Your email address

Subject: (Optional)

(Optional)

Message:

By clicking on the 'Send It' button, you agree to Hightail's [Terms of Services](#).

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