



PREPRESS





Our full service prepress department has the experience and skill to ensure the accuracy of your forms, whether typeset and built from scratch or output from provided electronic files. We pride ourselves on the accuracy, speed and expertise of our staff.

To ensure the highest accuracy on a form reset, we ask that an original hard copy be provided for measuring, as well as for layout reference. Documents may be voided to alleviate any security concerns.

If you choose to provide our prepress department with electronic media, there are requested minimum file requirements. Please include all fonts (both TrueType and PostScript fonts are acceptable), images used, and the electronic file of the form itself. We accept artwork in the following file formats: Quark, Illustrator, Photoshop, & InDesign. We can also accept a PDF with the fonts embedded made from any program. Microsoft Office files require manipulation to be compatible with our prepress system. Additional composition charges may be necessary.

PROOFING PROCESS

We provide a variety of proof options to make sure you and your customer are comfortable with the product you will receive. The proof mediums that we can provide are:

- Black and white lasers
- Color starproof
- Color PDF
- Film positive for positioning

OUR PROOFING POLICY

Proofs are subject to the following terms: Please use your proof to verify that all artwork elements of your job have been processed correctly. It is your responsibility to verify that all text, positioning, and graphics are accurate and meet your approval. Any changes must be communicated to your sales representative or designer via phone or email. PDF proofs are a representation of color and are not an exact press match. The plant will do a quick courtesy review of your proof but this does not guarantee accuracy to find and/or correct any errors or omissions. The plant cannot be held financially responsible for errors to a print job that are visible on the proof. By approving your proof you accept full responsibility for the accuracy of this proof.



4000 83rd Avenue North
Brooklyn Park, MN 55443
763.560.6650
800.843.5325
F: 763.560.8885

www.royalbfp.com

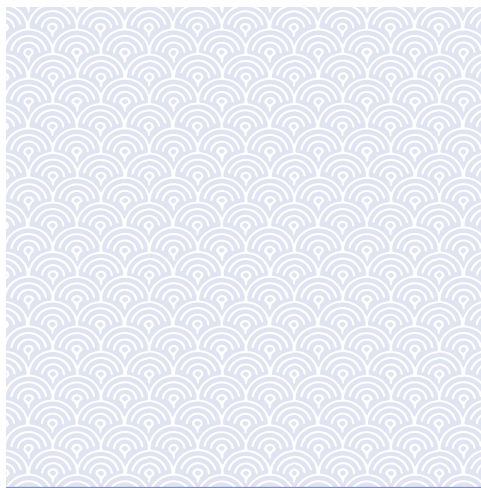


To view our website, scan this barcode with your mobile device.

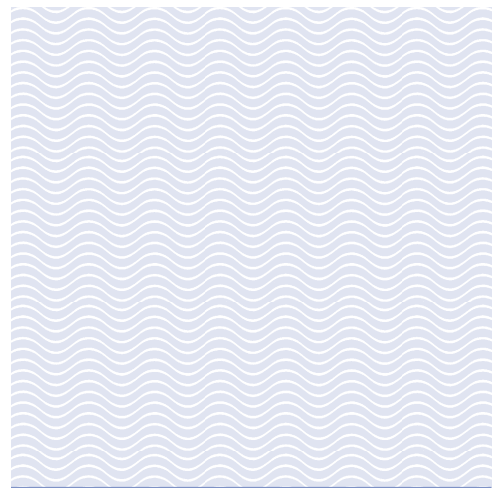




001



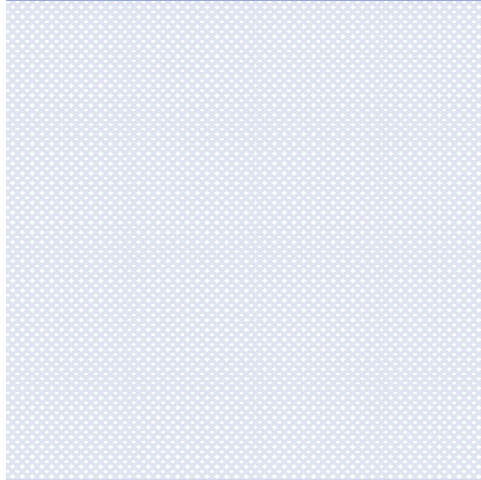
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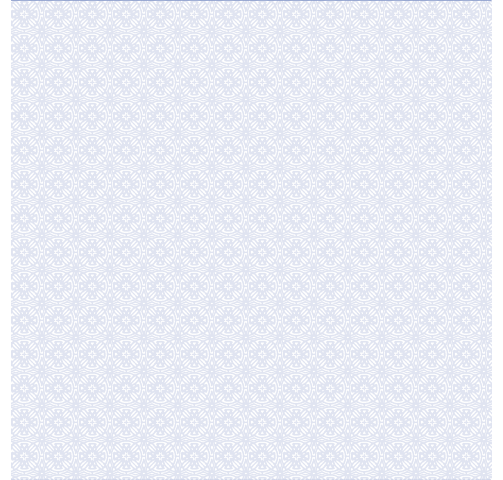
ods 4 / 037



Flat screen / ods 1



ods 6 / 062



ods 30 / 127



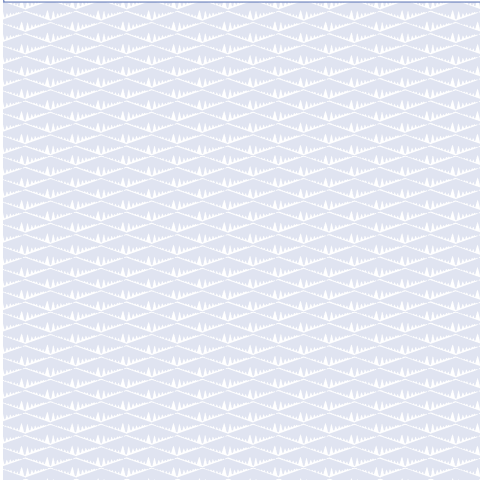
Marble



ods 2



ods 26 / 025



ods 25 / 065

Void Pantograph Patterns Reflex Blue