

# Place Names

## supplying guide for place names

### Without Personalisation

If no personalisation is needed for your place names (for example, if you wish to write the names on yourself) please supply your artwork to us in the following format...

- ✓ Artwork is 300dpi
- ✓ CMYK Colour profile
- ✓ All fonts embedded
- ✓ 3mm bleed on each edge

Side 1



back (2)

front (1)

### With Personalisation

#### 1 Your Print Ready Artwork

Supply your print-ready artwork to us with clearly indicated place-holder text to illustrate where you would like the personalisation to occur and what fonts/colours you would like.

The place-holder text should say something like "Name" or "Personalisation Here". You can also add a line underneath the place-holder text if you wish.

#### 2 CSV File

You will need to upload a CSV Spreadsheet of names during the upload artwork stage. Make sure you double check the spellings of all guest's names before submitting your CSV file to us.

#### 3 Fonts? Colours?

When specifying that you would like your place names to be personalised, you have the option to either specify that we use the same fonts/colours as shown within your artwork, or you can choose from a range of fonts and colours shown on our website during the ordering process.

#### 4 Font Size

Keep in mind that we will choose the size of the personalised text based on the longest piece of data (e.g. the longest name). If you would like to keep text quite large you can give us the option of dropping the text on to two lines rather than one, but we need the space to be already provided in your artwork.

