GUIDELINES FOR PREPARING FILES FOR PRINT

Poligraf Pro Complete printing services – flexographic, digital and offset printing

Version effective from: 1 June 2026

Unless agreed otherwise individually for a given order, please send files in accordance with the guidelines below.

1. How to send files

- Files up to **10 MB** – please send by e-mail.
- Files **over 10 MB** – please use WeTransfer, Dropbox, Google Drive or a similar service.
- Please include a **preview** (JPG or PDF) and fully editable source files.

2. Accepted file formats

Recommended:

- **PDF** (best choice – a closed file, fully print-ready)
- **AI** (Adobe Illustrator – fully editable)

Acceptable (with reservations):

- PSD (with layers preserved – only when further editing is required)

Not accepted:

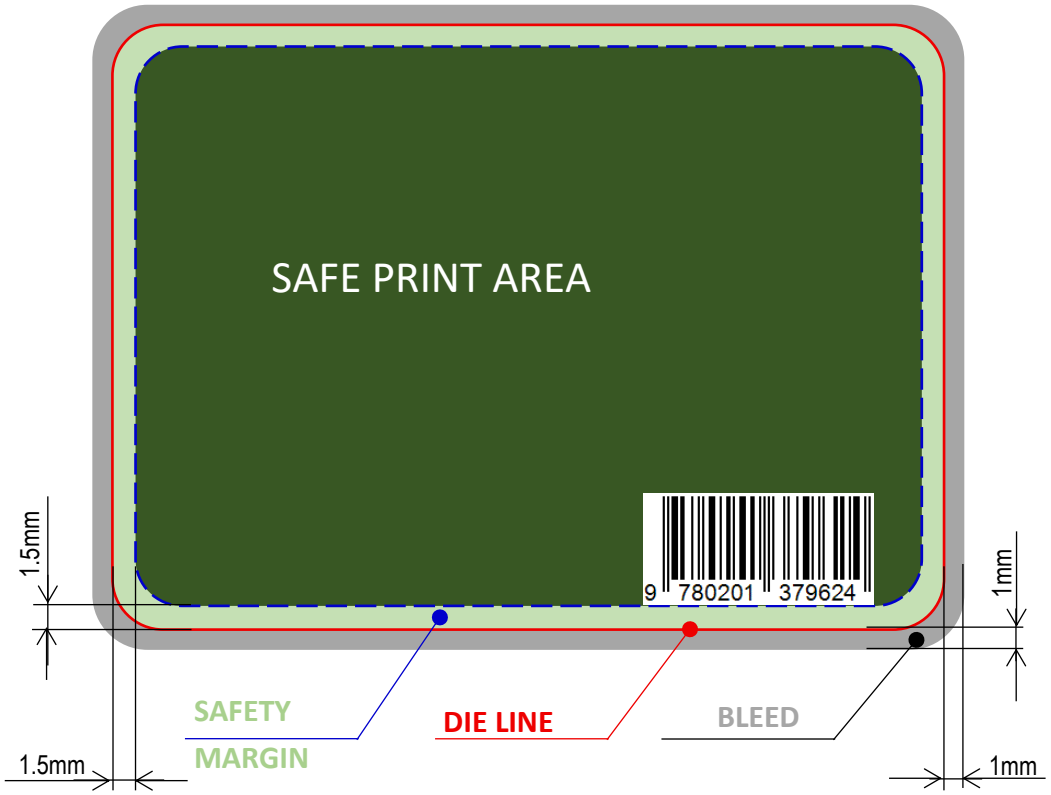
- Files from word processors (.doc, .docx), spreadsheets or presentation software.

3. Colour spaces

- Main colour space: **CMYK**
- We accept additional **Pantone** spot colours (they must be clearly labelled)
- All elements in other colour spaces (RGB, Lab) will be automatically converted to CMYK
- We print up to a maximum of **8–10 colours** (depending on the press)

4. Bleed, safe area and die line (especially important for labels)

Element	Required value
Bleed	1 mm on each side
Safe print area	min. 1.5 mm from the die-cut edge
Minimum line thickness	0.15 mm
Minimum font size	4 pt (5 pt when reversed out)
Die line	marked with a separate spot colour, sharp corners rounded



5. Fonts and text

- All fonts must be **embedded** or converted to **outlines (curves)**
- Small text and barcodes – we recommend keeping them in **1 colour**
- Black text: 100% K only (no CMY under-colour) – unless the design effect requires it
- Logos, text and barcodes – preferably as vectors

6. Images and bitmaps

- Recommended resolution: **300 dpi**
- Supply PSD files with layers preserved
- Linked bitmap images – embed them or include the files

7. Barcodes and EAN

- Minimum EAN code width: **37.29 mm**
- High contrast – ideally a single code colour (e.g. black) on a white background
- Poligraf Pro is not liable for scanning errors of codes narrower than 37.29 mm

8. Finishing and special elements

- White ink, spot varnish, cold foil, lamination, booklet labels etc. – must be clearly marked and described as separate layers / spot colours

- Mask for selective UV varnish – prepared in 100% black (K)

9. Specifics of flexographic printing

Flexographic printing has higher dot gain than offset or digital printing. Therefore:

- Tonal gradients from 0% should start at a minimum of **2–3%** coverage
- We recommend using **flat top dot** (where the printer offers it)
- We analyse every design individually – where needed, we propose technical optimisations and submit them for your approval

10. File and proof approval procedure

1. We send a **digital proof** (PDF) for approval.
2. The Client has **48 hours** to approve it or request corrections.
3. No response within 48 hours = tacit approval.
4. After the **"Approved for print"** statement, full responsibility for content errors passes to the Client.

11. Technical contact

Prepress department …… (or the person responsible)

phone +48 …… e-mail: grafik@poligrafpro.pl

If in any doubt, please contact us before sending your files. We will gladly help you avoid errors and extra costs.