



# Artwork & Agent Print Deadlines

Bristol Property Live is a weekly publication.  
Print deadlines for artwork fall on a Monday.

## Artwork/agent template deadlines

Wed

### A/W created by us:

Deadline day for all artwork to be created by us. We should receive all briefs/text/imagery by no later than **Thursday 12pm**.\*

Thurs

### Agent templates built by us/supplied to us:

**There will a deadline of Thursday 12pm.** We should receive all elements by this time including logos, pictures, fonts, number of property boxes required etc. Any templates supplied to us should be submitted using InDesign 6 (for other versions please supply as an IDML doc).

Fri

### A/W supplied to us:

Deadline day for all supplied artwork. We should receive all the adverts by no later than **Friday 3pm.**

## Agent print deadlines

Monday

deadline  
11am

## Artwork proofing

### Created by us

**For artwork created by us, the final ad will go through a two-stage sign-off:**

1. Amends stage – where we make any text/art amends according to the client spec.
2. Fact-checking stage – where the client double-checks all contact details and addresses.

**\*Any required artwork amendments returned to us after the Friday deadline will be subject to the fact-checking proof stage only.**

### Supplied to us

There will be no proofs for supplied artwork unless there's a technical error, or the ad is supplied at the incorrect size.

1. Please fact check your ad thoroughly before sending us any artwork.

## Agent template amends

### Built by us/templates supplied to us

There will be a deadline of **Thursday 12pm.** **Any required amends submitted after this time period will be assessed in terms of the work involved in implementing said changes, and in accordance to the workload of BPL in that current week,** with a decision being made as to whether said work can be carried out. **Whilst we will try our utmost to accomodate, it is not always possible and sometimes amends will have to be made for the following week's edition.**



# Artwork Specifications & Contact Details

## DPS: 550mm(w) x 370mm(h)

plus a 5mm bleed indicated by the blue frame allowing for over-cropping (560mm(w) x 380mm(h))

please inset any text or sensitive information **10mm from the edge** of the page (indicated by the grey here) to ensure sufficient print area remaining after under-cropping

**important** please do not design picture/graphic frames or text on the fold. It will cause issues when binding the paper

## Full page:

275mm(w) x 370mm(h)

plus a 5mm bleed indicated by the blue frame allowing for over-cropping

please inset any text or sensitive information **10mm from the edge** (indicated by the grey here) of the page to ensure sufficient print area remaining after under-cropping

Half Page Vertical

Eighth Page

Eighth Page:  
125mm(w) x 83mm(h)

Half page vertical:  
125mm(w) x 350mm(h)

Half Page Horizontal

Half page horizontal:  
255mm(w) x 172mm(h)  
Front page banner:  
255mm(w) x 62mm(h)

Front Page Banner

Quarter Page

Quarter page:  
125mm(w) x 173mm(h)

Third page: 255mm(w) x 98mm(h)

Third Page

## Supplying artwork:

Artwork can be sent either by **email** (for smaller files up to 8MB), **cloud file sharing** for bigger files (ie WeTransfer), **USB/SD CARD/CD/DVD** (these formats as a last resort please).

## Technical Specifications

**A/W Standard file formats:** PDF, JPEG, EPS

**File Formats for editing:**

**InDesign** (Please package & include all images/fonts, with IDML doc inc)

**Illustrator** (Please include all images and fonts)

**Photoshop** (Layered, please supply fonts)

**Colour:** All files and images must be converted to CMYK otherwise colours may change when printed.

**Resolution:** 300dpi at actual size.

## Print (do's and don'ts)

**Reversed/Coloured Type On Coloured Backgrounds-**

Type smaller than 10pt should not be reversed on a single-colour background.

Type smaller than 12pt should not be reversed on a two-, three- or four-colour background.

**If this insisted upon, please be aware we cannot be held responsible for illegible text due to printing plate movement (ie blurred text).**

**Image/Block Colour Reproduction**

We use coldset newspaper printing, please adhere to these guidelines: **Total Ink Usage 240% Max K 95% Dot Gain 26%**  
**We cannot be held responsible for advert discrepancies where the above thresholds are not adhered to.**

**Contact:** Please contact [production@bristolpropertylive.co.uk](mailto:production@bristolpropertylive.co.uk) or (0117) 300 5526