

1. DATA

Database Checklist

When supplying database files, there are a few things to watch out for. If your file ticks all the boxes, chances are your good to go!

- Is the file type one we accept?
- Do you have all the required field headers?

Required Headers (columns):

- First Name
- Surname
- Address 1
- Address 2
- Address 3
- Suburb
- State
- Postcode
- Country

Database file types we accept:

- Comma Separated Value (.csv)
- Microsoft Excel (.xls)
- Comma delimited text (.txt)
- Microsoft Access (.mdb)
- (Extensible Markup Language.xml)

Preferred File Types:

- Comma delimited text (.txt)
- Comma Separated Value (.csv)

2. ARTWORK

Variable Printing Artwork Checklist

When supplying artwork files that require laser printing make sure that your artwork complies with the following checklist:

- Falls within our printable area
 - Maximum: 431.8 x 364mm
 - Minimum: 245 x 177.8mm
- All images are embedded or supplied
- Non-system fonts are supplied (PC)
- Images at least 150dpi
- Laser compatible stock

Artwork Files we Accept:

We accept any of the file types listed below:

- Microsoft Word (.doc)
- InDesign (.indd)
- Illustrator (.ai or .eps)
- Photoshop (.psd, .eps, .tiff, .jpg)

Preferred File Types:

- Adobe Indesign
- Adobe Acrobat (for generic output)
- Microsoft word

Please note: Files that are not print ready will incur additional charges

Offset Artwork Checklist

When supplying artwork files for offset printing please ensure that your artwork complies with the checklist provided below:

- All images are embedded
- Transparencies are flattened
- 3mm bleed
- Crop Marks
- 300 dpi Artwork supplied as an EPS or PDF
- Fonts have been outlined or supplied
- Artwork CMYK, or correctly separated

Please Note:

Files are NOT PRINT ready when:

- Created in Word or Publisher
- In RGB format
- Less than 300dpi resolution

Please note: Files that are not print ready will incur additional charges

File Supply:

Epikon accepts artwork from the following programs:

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Acrobat (PDF)

3. MATERIALS

Supplying Materials

When supplying materials to Epikon, simply follow this easy to read flyer and you can't go wrong.

Checklist:

- If materials are delivered pre-folded they must be **ROLL FOLDED**.
- A surplus of at least 5% of extra materials must be supplied to account for spoilage & setup.
- When supplying materials that require to be laser overprinted please to ensure that your stock is;
 - Laser Compatible Stock
 - Falls within printable area
- All boxes are to be labelled with:
 - Quantity
 - Company Name
 - Att to your Sales or Campaign Manager.

Ask your Campaign Manager for our editable PDF.

Envelopes Checklist:

Stock Requirements;

- Inkjet compatible stock (if applicable)
- Lick & Stick (seal type) Banker (flap type)
- Barcoded Window Face (if applicable)

Australia Post Requirements

All bulk mail must include the following at minimum;

- Return Address
- Postage Paid Insignia
- Charity Mail number (if applicable)

* Additional requirements exist depending upon the type of mailing & product. Please confirm with your Campaign Manager

Delivery Details

- Address: Factory1/68 Lexton Rd
Box Hill North VIC 3129
- Deliveries can be made between 8am & 5pm
Monday to Friday (except public holidays)
- Melbourne Mail Management has facilities to accept skids, pallets and containers.

If you have any questions, please don't hesitate to contact your Campaign Manager!

4. ADMIN

Australia Post Charge Account

To apply for a Australia Post charge account, please ask your campaign manager for the appropriate form, which then needs to be filled out and sent to Australia Post;

- Charge Account Application Form

* Please allow 10 working days for processing

Account Download Authorisation Form

If you have an Australia Post charge account, lodging your materials is as simple as filling out the following form:

- Charge Account Download Form

* Please allow up to 48hrs for Australia Post to process your request.

Epikon Charge Account

For those wanting to lodge mail using Melbourne Mail Management's charge account, Epikon offer two possible options:

For postage amounts with a value less than \$5,000:

- 15% postage fee will apply

Upfront Payment:

- Cleared funds to be received prior to lodgement