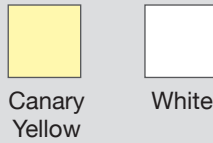


# Colour Specifications

## Post-it® Notes, Angle Note Pads, Die-Cut Notes, Cubes, Mini-Cubes and Half Cubes

### Standard Paper Colours

- One paper colour per pad and order.
- Uncoated stock.



### Special Paper Colours

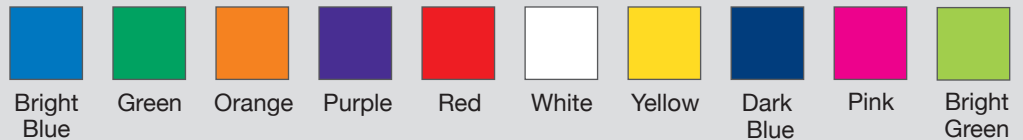
- 15% upcharge.
- Uncoated stock.
- We recommend using black ink on neon paper.



## Post-it® Flags

### Flag colours for Dispensers

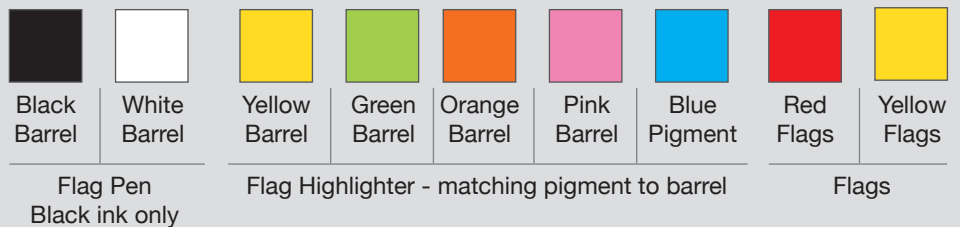
- Printed flags incur an upcharge.
- Please request a quote.



## 3M Writing Instruments

### Barrel, Ink Cartridge and Flag Colours

- Black Pen and Yellow Highlighter are standard stock items, other colours can be ordered from the US, allow approximately 12 weeks for production and shipping.

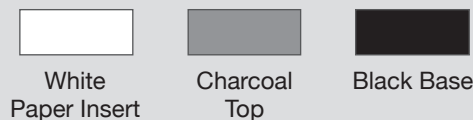


## Pop'n Jot™ Dispensers

US production, allow 6-8 weeks for production and shipping

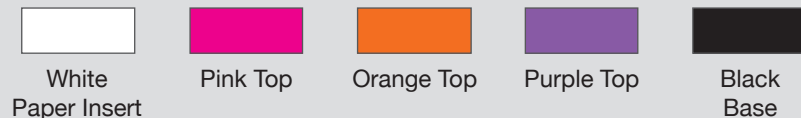
### PRO330R

- Standard ink imprint colours.
- Metallic inks not available.



### PRO330PA

- Standard ink imprint colours.
- Metallic inks not available.



# Ordering Information

All enquiries should be directed to-

**3M Custom Print**

**Ph - 1800 023 302**

**Fax - (02) 9498 9623**

**Email - customprintau@mmm.com**

## Distributor and Account Policy

Dealers must purchase at least \$20,000 worth of 3M Custom Print Products per year to be eligible for a 3M account. Other general business requirements must also be met as determined by 3M and documented in the Distributor Policy.

Dealers may apply for distributorship if they have sold \$20,000 worth of product within a 12 month period.

## Non-account Holders

Non-account holding dealers may purchase 3M Custom Print Products via the following payment options -

- Credit Card
- Direct Debit
- Bank Cheque or Money Order

Payment must be received by 3M before shipment of product.

## Reprints

3M will hold artwork for 18 months from date of original order or last reprint. Beyond that period customers must submit new artwork when placing reprint orders.

## Ink Colours

All standard PMS (Pantone) colours available at no extra cost. Fluorescent and metallic inks are available for an additional cost - call for a quote.

## Backsheets

Standard '3M Custom Print' backsheets are used on all orders. Custom backsheet designs are available on request for most pads. Minimum order limits apply. Call for a quote.

## Order Lead Time

Normal production lead times are indicated on each price page in this Price List.

Lead times are based from the date when artwork is approved until the date shipped from our factory. Lead times are subject to 'work load'. Delivery times will vary depending on location - see below for guidelines.

## Production Rush Charges

'Rush' service may be available for orders required in less than the listed lead times.

For standard pads required in 6 days (from artwork approval), a handling charge of \$85 may apply.

## Standard Delivery

Delivery is free into store via the lowest cost route within Australia. Typical delivery times are as follows (working days):

Sydney	1 day
Melbourne	1 day
Brisbane	1 day
Adelaide	2 days
Perth	3 days
Darwin	5 days
Hobart	5 days

## Drop Shipments

Orders may be drop shipped to more than one location.

Drop shipments to multiple locations should be requested at the time of order placement. There will be an extra charge for this service. Please call for quote and approval.

## Copyright

The purchaser agrees to accept any liability resulting from actions or demands brought against the supplier for copyright infringement for all orders printed to customer's specifications.

## GST

All prices stated in this listing exclude GST.

## Changes to Conditions of Sale

3M reserves the right to change these policies at any time subject to two weeks notice.

## Returns Policy

1. The following specifies the conditions under which returned goods and claims for adjustment of account will be accepted by 3M Australia Pty Limited. This procedure has been established in the interest of customer service to facilitate prompt handling of customer claims.
2. Claims for returned goods and adjustment must be notified to a 3M Representative within 30 days of shipment date, prior to the return.
3. 3M Representatives are authorised to initiate collection of subject goods and processing of claims for credit by raising a Returned Goods Authorisation. Customer's account will then be credited forthwith. Such credit is conditional upon:
  - i) goods being physically returned to 3M and corresponding to goods described in processed claim and
  - ii) goods (other than those the subject of quality complaints) being returned in merchantable condition and may be reversed or adjusted to the extent that such conditions are met.
4. Returned goods will only be accepted when returned via an AUTHORISED 3M carrier.

# Artwork Preparation

Artwork is a key element in the design of our Custom Printed Post-it® Note products. It is therefore very important to us to make sure that we get clear information from you in regard to your art requirements. It also helps us control our costs, and hence our prices to you, if we can receive your art in a form which is 'as ready to print as possible'. The following notes are intended to help you and your art/graphic designer to understand the information we need and the key technical specifications for artwork that you provide to us. Of course, computer technology is changing rapidly. As our systems change we will release updates of these notes, so that you are kept up to date with our capabilities. Please don't hesitate to call at any time to discuss any of these details with our Production Manager. Your comments are valuable to help us understand your needs and to continue to improve our service and products.

## Sending your artwork to 3M Custom Print

### E-Mail

Email the completed files to:  
[customprintau@mmm.com](mailto:customprintau@mmm.com)

*Be sure to indicate distributor name and PO# in subject area. Note: Distributor must fax purchase order to (02) 9498 9623. If available, also fax a copy of the expected artwork with the purchase order.*

### Mail

Mail / send the completed files on CD, 3.5inch disk, Zip Disk or DVD: *Be sure to indicate distributor name and PO#*

**3M Custom Print**  
**950 Pacific Highway**  
**Pymble NSW 2073**

## Process your order on time

### Complete purchase order information

Product, Sheet Count, Ink Colour, Layout, Size, Quantity, Paper Colour, Delivery info.

### Hard Copy

To accurately reproduce any file it is best that the customer include a composite and a colour separated

printout of all files. A PDF file can be used in lieu of a paper printout to verify layout.

### Electronic artwork preferences

- Illustrator EPS files  
For 4 colour or greyscale only a tif file is acceptable.
- Resolution: The factory suggests that all bitmapped files be at a resolution of 600-1000 dpi and Halftone/grayscale files be at a minimum of 300dpi.
- Colour: All graphics need to be in CMYK mode.  
RGB is not accepted. To help prevent delays, all the graphic files need to be included on the disk. USE uncoated PMS colours.
- PDF's can be used for 1 colour black artwork only.

### Graphic Applications Supported: Quark Express, Adobe Illustrator, Adobe Photoshop

#### Quark (layout)

- watch margins, include native files

#### Photoshop (graphics)

##### Bitmap Mode

- Scan or create at 600-1000 dpi
- Save as LZW compression .tif file

##### CMYK Mode

- 4 colour process art to print process
- Scan or create at 300-600 dpi
- Save as LZW compression .tif or .eps file

##### Grayscale Mode

- 1 colour art with various screen
- Scan or create at 300-600 dpi
- save as LZW compression .tif file

#### Illustrator (graphics)

- Use crop marks to show placement
- Do not embed images, supply them in their native application
- Scan or create at 300-600 dpi

**Trap Information:** Submit artwork without trap

**Compression Schemes:** Preferred compression software is 'Stuffit'. Total compressed folder size must be 1Mb or less. If larger than this please supply on disk.

**Fonts supported:** We support a large library of Adobe typefaces. However, we recommend that you include a copy of all fonts used in your design.

## 3M Artwork Services

3M can supply a number of artwork services to assist in preparing your design. The most common usage of these services may be if minor modifications are required to your submitted art. The following notes summarise services offered. Please call to discuss details. Costs are listed below.

### Artwork Design

1 and 2 colour art: \$50.00 p/hr  
3 and 4 colour art (Spot Colour): \$100.00 p/hr  
In both cases, these costs include supply of a pdf proof of your design.

### Author's Alterations

If you decide to modify supplied artwork (for example, following receipt of a proof) 3M can make these changes for you. Costs will be as follows:

1-4 Spot colour art: \$25.00  
4 Process colour art: \$130.00

In both cases, these costs include supply of a pdf proof of your design.

*Alterations required after film(s) have been produced will incur additional charges to cover remake of these films.*

### Proofs

For all orders we will provide a PDF proof. The PDF proof is a guide to the layout only and obviously does not give an absolutely accurate rendition of the final product result. The only way this can be achieved is to run an actual Press Proof.

### Proofing Options

PDF proof - free of charge  
Laser colour proof - supplied for CMYK  
Press proof 1 or 2 colour - \$200.00  
Press proof 3 or 4 colour - \$500.00  
Art/design alterations following a press proof may be subject to additional charges. View press no charge.