

## Supplying advertising material for:

# Choice

Although we realise the different priorities of our suppliers, we cannot stress the importance of following the guidelines set out below.

## **Before you send checklist:**

### ● **Deadlines**

All advert related files must be sent up to the specified date  
- Notification emails sent up to the deadline, will serve as a reminder

### ● **Sizes**

CHOICE Magazine advert sizes must be supplied as below:

<b>Page</b>	<b>Trim area</b> 210 x 275mm (D) 216 x 281 inc 3mm bleed area if req	<i>Please supply a DPS as 2 single pages</i>
<b>Page</b>	<b>Type area</b> 186 x 250mm (D)	
<b>Half page</b>	<b>Vertical</b> 90 x 250mm (D)	<b>Horizontal</b> 186 x 122mm (D)
<b>Quarter page</b>	<b>Vertical</b> 90 x 122mm (D)	
<b>Column widths</b>	<b>1col</b> -43mm <b>2col</b> -90mm <b>3col</b> -138mm <b>4col</b> -186mm	

### ● **URN**

Use the Unique Reference Number for your advert on all emails or ftp files & folders delivered to AT Graphics Ltd.

### ● **Format**

A PDF is the preferred format (see panel below)

### ● **Delivery**

Send the file to us by:

**Email** - choice@atgraphicsuk.com

**FTP** - Download a simple uploader from here:

<http://www.atgraphicsltd.co.uk/files/SendtoATGraphics.sit> (mac)

<http://www.atgraphicsltd.co.uk/files/SendtoATGraphics.ZIP> (pc)

expand the file - then simply drag&drop your file(s) on to the uploader icon on your desktop

**Disc** - AT Graphics Ltd, 4 Milnyard Square, Bakewell Road, Orton Southgate, Peterborough PE2 6GX

### ● **Contact Information**

**Phone:** COPY PRODUCTION on **01733 362700**, 8.30 am - 5.00 pm, Mon - Fri

**Email:** support@atgraphicsuk.com for help or advice on digital file creation and delivery.

- *Time & money is wasted when we receive unprintable files including PDF from our customers. These files frequently have missing fonts, incorrect image resolution or are created the wrong size with no bleed if required. Use the [www.pass4press.com](http://www.pass4press.com) website for information that will prevent errors & save time. In doing so, you should be able to produce error free files which work, on time - every time.*