



## **INFORMATION CATALOGUE**

**Everything you need to know about your ARTBOX.PUBLISH Agenda Order!**

[www.artboxpublish.com](http://www.artboxpublish.com)

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The ARTBOX.PUBLISH team is there for you throughout the year, you can order an agenda at any time!

# **GENERAL INFORMATION ABOUT THE AGENDA**

## **Our agenda format:**

- 32 pages with 12 pictures of your artworks inside
- A cover image
- A calendar with 12 months
- 3 pages for notes

## **MATERIAL INFORMATION**

**COVER:** High quality PlanoJet 300g silk gloss paper

**INSIDE PAGES:** High quality PlanoJet 160g silk gloss paper

**STAPLE:** Stapling with special back folding

**FORMAT:** 21x21 cm

# **HOW DOES YOUR AGENDA ORDER WORK?**

**Step 1:** You order your agenda online at [www.artboxpublish.com](http://www.artboxpublish.com) by filling out the online order form.

**Step 2:** You will receive a message from us explaining how you can send us the pictures for your agenda via WeTransfer.

**Step 3:** Our design specialists will create your agenda for you.

**Step 4:** As soon as the agenda is ready, we will send you a „Good for print“, which means: You will receive a link from us via e-mail, where you can look at your agenda. After that you can send us an e-mail with all your wishes for adjustments and changes.

**Step 5:** We will make all adjustments and send you the final version of the agenda for final inspection. After we have received your „Good for Print“, no further adjustments are possible!

**Step 6:** As soon as we have received the „Good for print“ from you, we will print and send your agenda.

**Step 7:** Give away or sell your agenda to friends, relatives and customers!

**Step 8:** You can reorder your agenda at any time! Please contact us directly via [office@artboxpublish.com](mailto:office@artboxpublish.com).

# **WHICH REQUIREMENTS MUST THE IMAGES FOR THE AGENDA MEET?**

You are completely free to choose which pictures you want to show in your agenda! However, it is very important that the pictures you provide are in CMYK color mode!

## **What is CMYK colour mode?**

RGB and CMYK are the two best known color modes. Basically, a computer screen always reproduces colours in RGB mode, which is a very wide colour spectrum. A printer, on the other hand, always prints in CMYK mode, which means that he has four colour cassettes: cyan, magenta, yellow and contrast (black). From these four colours, the printer then mixes the correct colour to be printed.

## **Print-Proof**

If you do not know how to convert your images to CMYK color mode, we will be happy to assist you. You have the possibility to book a print proof in the order form. When you book a print proof, we will print a sample copy of your agenda and check and if necessary adjust the colours so that there are no large colour deviations when printing your artworks.\*

\* Minimal colour deviations are also possible when printing in CMYK mode.

# **CONTACT**

If you have any questions about the order or would like individual advice, you can contact our ARTBOX.PUBLISH team as follows

Phone: +41 79 788 02 02

E-Mail: [office@artboxpublish.com](mailto:office@artboxpublish.com)

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