

Artwork & Design

All design work remains the property of Leading Edge 64 unless a **design buyout fee** is paid.

Once fully paid, design files (JPG, PDF, CDR) will be handed over. Additional copies will be charged.

Artwork must be **signed off in writing** before production begins.

It is the client's responsibility to **proof all details** (names, numbers, spelling).

We are not liable for errors after sign-off.

Digital proofs are standard; **physical proofs** are available on request at an additional fee.

Delays in providing artwork will delay production.

Setup vs. Design

Setup is the **technical process** of preparing your artwork for production. This includes:

Placing artwork on the printing sheet

Sizing and positioning

Preparing compatible print files

Ensuring the artwork prints correctly *Note: Setup does not include making changes to the original design.*

Design is the **creative process** involving:

Creating new artwork from scratch

Fixing low-resolution or pixelated files

Colour changes or adjustments

Removing/editing backgrounds

Resizing or modifying logos, or adding new elements *Design involves altering or creating visuals, not just preparing them for print.*

Acceptable Artwork Formats

Preferred: **.CDR, .EPS, .AI, .PDF, .SVG, .PNG, .JPG (300dpi minimum)**

All fonts must be **converted to curves/paths**

Include font name and size if typesetting is requested

Colour-separated files for multi-colour printing

Unacceptable formats: Word, PowerPoint, .GIF, low-res .JPG

Send artwork to **print@le64.co.za**

Large files may be shared via FTP, Dropbox or WeTransfer

Layout approval must be confirmed in writing

Artwork Fees

No charge for artwork in correct format

R350 design/redraw fee for incorrect formats

3 changes included; additional changes: **R150 per change**

Cancellations after layout generation: **R150 per layout**

Changes post-approval: **R150 per setup**

Express Service

Express jobs (within 24 hrs) are available **Mon–Fri** at an added fee.

Subject to workload and approval.

Lead times apply from the **next working day after approval** and **payment receipt**.
