

## ORGANIZATIONAL AND TECHNICAL REQUIREMENTS-Preparation of files for printing:

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| 1. Supplied files should fully comply with the production order in all relevant parameters of the project, such as net format, number of pages, number of colours to print, etc.                                                         |
| 2. Multi-page files must be prepared page by page (not as spreads). The order of pages in the supplied file corresponds to the order of pages in the finished product.                                                                   |
| 3. Cover files must be prepared as spreadsheets.                                                                                                                                                                                         |
| 4. Files should be prepared in accordance with the parameters specified in the order and with the general rules of preparing artwork for printing, e.g. correct photo resolution, minimal line thickness, etc.                           |
| 5. Files should be saved in closed PDF format only.                                                                                                                                                                                      |
| 6. The PDF file for printing must contain settings that determine the format of the page before and after trimming (known as gross and net format) and bleeds (media box, trim box and bleed box).                                       |
| 7. Cropping marks and other marks (including page descriptions, colour stripes etc.) should be set aside minimum 3 mm from the format net.                                                                                               |
| 8. In order to keep a safe margin, significant graphic elements should be placed at a distance of not less than 5 mm from the net format of the project.                                                                                 |
| 9. Each page should have bleeds of not less than 3mm, but not exceeding 5mm.                                                                                                                                                             |
| 10. The page dimension must be the same for all pages in the file. The page must be centred in the document.                                                                                                                             |
| 11. All fonts used in the file must be embedded in the file or converted to vector objects (to curves).                                                                                                                                  |
| 12. Language versions: the Customer is responsible for the correct preparation of files and the fit of individual graphic elements between the versions. The files of each version should be correctly described to avoid any confusion. |
| 13. Graphic elements must not contain attached colour profiles.                                                                                                                                                                          |
| 14. When preparing files for printing we recommend using publicly available IIC colour profiles suitable for different classes of paper according to ISO 12647-2.                                                                        |
| 15. When generating files for printing, the colour profile should not be included.                                                                                                                                                       |
| 16. The resolution of images in the project should be 250-350 dpi. The use of bitmaps with less than the minimum resolution reduces the quality of printed objects.                                                                      |
| 17. If the project is to be printed in CMYK only, the file should be saved in this colour model. All secondary colours (Pantone®), bitmap images in other colour models (e.g. RGB, LAB), will be automatically converted to CMYK.        |
| 18. When printing with non-CMYK colours, the number and names of additional colours (e.g., Pantone® reference number) saved in the file must be consistent with the information in the order.                                            |
| 19. All trapping (their sizes and relations between colours) and overprint options for additional colours should be set in the client's source file.                                                                                     |
| 20. The minimum thickness of the line is 0.2 pt, and the line in reverse is 0.5 pt. Thin graphic elements and texts should be prepared only in one component colour.                                                                     |
| 21. Black texts up to 24 pt., small graphic elements and black text placed on a coloured background should be overprinted ("overprint" option enabled).                                                                                  |
| 22. The minimum grade of text printed in one colour is 4 pt. Texts printed with more than one colour or in reverse (eg .white colour on coloured background) should not be less than 8 pt.                                               |
| 23. When printing in CMYK, to achieve the effect of " deep black" for solid colour (aplat), the use of the following components is advised: C40% M30% Y30% K100%.                                                                        |
| 24. It is unacceptable to use colours in which at least one of the CMYK components is less than 3% as this will not be visible in printing.                                                                                              |
| 25. There are ink density limits: for coated papers - 330%, for uncoated - 280%.<br>The use colours with too high total component value is not permitted.                                                                                |
| 26. Only a certified proof with a colour control bar and/or a printing test sheets, both prepared from production files, can be used as a colour reference.                                                                              |

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| <p>A correctly prepared certified proof should be made with a paper's colour simulation in the background.</p> <p>When the lamination is applied, a certified proof should contain a simulation of lamination (glossy/ mat/ etc.).</p> <p>At the customer's request, L&amp;C can make proofs and/or print tests from the very same files that will later be used for printing, at a charge agreed.</p>                                                                                                                                      |
| <p>27. For nexts edition/ reprints of the same project, copies from previous production cannot be used as an exact colour reference, but only as a general reference for the printer. There is always a risk of obtaining a different colour result due to possible changes in the colour of the paper, inks.</p> <p>Reference copies derived from productions made by different printers might contain errors or different technology might have been used to produce them. Therefore they cannot be used as a reference for printing.</p> |
| <p>28. L&amp;C verifies the correctness of the files submitted by the Client, but does not guarantee that all errors and inconsistencies in relation to the quality specifications / rules of preparing works for printing will be noticed. L&amp;C is not responsible for errors in files submitted for printing by the Client.</p>                                                                                                                                                                                                        |
| <p>29. Electronic previews are made for each job. The PDF file sent for approval is not used to evaluate colour or reflect print quality. It is subject only to substantive evaluation of the content contained. The client is obliged to accept the electronic previews before printing.</p>                                                                                                                                                                                                                                               |
| <p>30. Printing is done on the basis of previews approved by the customer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |