



## Laser Printing Guide

### Checklist:

- Laser compatible stock
- Falls within our printable areas
- All images embedded or supplied
- Non-system fonts to be supplied (PC)
- No bleed or trim marks
- Images at least 150dpi

### Preferred stocks:

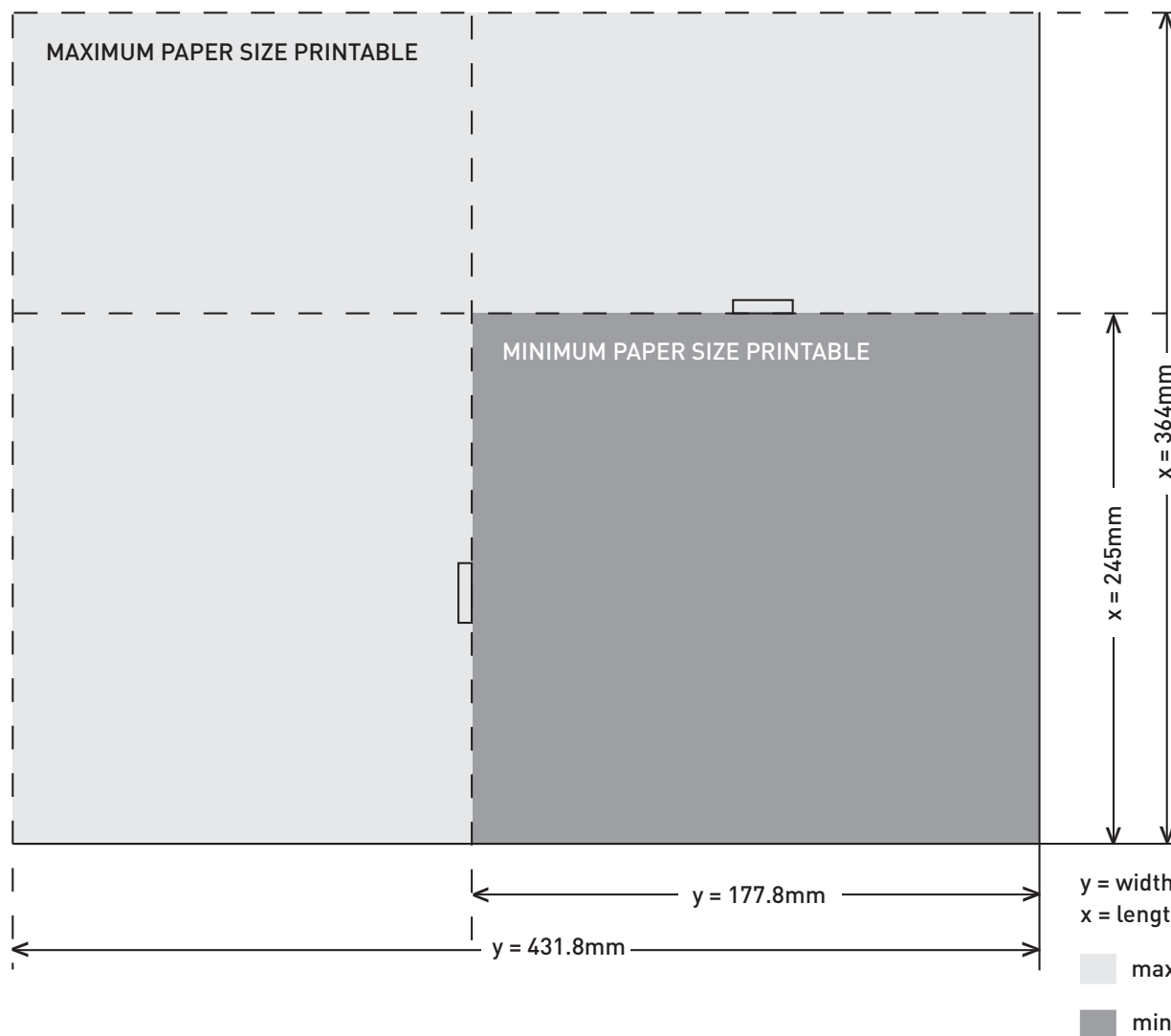
- Pacesetter
- Tudor RP High White
- Reflex / Reflex Recycled
- Knight Smooth White
- Grange Laser / Offset
- Expression Offset
- Sovereign Offset
- Impress Matt
- Splendorgel
- Evolve

Please note: All of our preferred stocks are environmentally concious.

### File Supply:

- Adobe Indesign
- Adobe Acrobat (for generic output)
- Microsoft word

Please note: Files that are not print ready will incur extra charges





## Supplying Pre Printed Materials to MMM

### Introduction

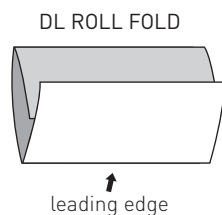
Melbourne Mail Management wants to make it simple for our Clients to supply printed materials to us! When supplying printed materials, simply follow this easy to read flyer and you cannot go wrong. If you have any questions, please dont hesitate to contact your Campaign Manager on any of these details.

### Specifications

- If materials are delivered pre-folded they must do so according to our MMM Preferred Folds (see opposite)
- If MMM are folding the materials, the stock weight must fall between 60 gsm - 230gsm
- Minimum folded size: 70 x 90mm
- Maximum unfolded size: 594 x 420mm
- A surplus of at least 2% extra must be supplied to account for spoilage & production.
- All boxes are to be labeled with the Quantity, Company Name and attentioned to your Sales or Campaign Manager. Ask your Campaign Manager for an editable PDF.

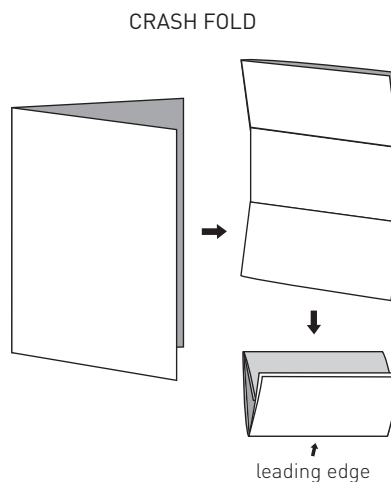
### MMM Preferred Folds

#### Roll Fold




#### A4 ROLL FOLD

#### Crash Fold



### Delivery Details

- Address: Factory1/68 Lexton Rd, Box Hill North
- Deliveries can be made between 8am & 5pm Monday to Friday (except public holidays)
- Melbourne Mail Management has facilities to accept skids & pallets as well as boxes.
- All boxes are to be labeled with the Quantity, Company Name and attentioned to your Sales or Campaign Manager. To make it easy for you we have created a editable PDF that allows you to select your Campaign/Sales Manager, and type your company name and the quantity you are sending to us! Ask your Campaign Manager to email you a copy today! (see below.)



**Deliver to:**  
 Factory 1, 68 Lexton Road  
 Box Hill North VIC 3129  
 Ph: 03 9843 0800  
 Att

**Sender Info:**  
 Company  
 Quantity