Rules of acceptance and execution of orders for printing services:

1. Printing process in PNB Print is adjusted to ISO 12647-2:2004.

2. PNB shall accept files created in PDF format (version 1.4 and later) using *Press Quality* settings.

3. Each component (cover, interior pages, block, inside tips, endpapers etc.) should be in an individual file. Exceptions are endpapers if they are printed from the block. Pagination of each component should start with 1 and continue with sequential increase.

4. PDF files should be submitted in original size. PDF file should contain TrimBox corresponding to the cuttable edition format.

5. PDF file should be created without *Bleed Marks*, *Registration Marks* и *ColorBars*. *Crop Marks* should not be located closer than 3 mm from the cuttable format (*Offset* setting).

6. *Bleed* allowances not less than 3 mm should be used in file creation. The texts and important objects should not be located closer than 3 mm from the cuttable format.

7. It is recommended to create files of more pages per file (32, 64, 128 or the whole job in a single file) but its size not exceeding 500 Mb. pages in the file should follow in sequence, including white pages if such are provided for in the edition.

8. Filenames in the same edition should have the same pattern and numbering so that the page sequence could be identified. The filename should use digits and Latin letters, for example, 1-23_gramata.pdf.

9. In case the errors are found, a new file should be submitted under a modified filename. If more pages are amended, then only sequentially following pages should be in the same file. File with amended pages should contain indication of page to be amended, for example, 20_gramata_NEW.pdf

10. Cover files should be submitted in a scan according to the technological drawing that is prepared by PNB and sent out for each cover. For glued covers of type 2 and 3, a white field for glue should be provided on the backside (back size + 3 mm from each cover side).

11. If UV lacquer, blind embossing or foil embossing is provided for the job, each of these elements should be prepared in a separate file as 100% *Black*. the texts should be transformed into lines.

12. UV lacquer provided for varnishing of printed elements should be in precise correspondence with them. If the foil embossing is provided for alignment with the printed elements, then foil in the foil file should exceed the printed elements by 0.4 mm.

13. Minimum thickness of the foil embossing line is 0.15 mm. Minimum space between elements is 0.25 mm.

14. Minimum thickness of blind embossing element – 1 mm and 1 mm space between the elements.

15. If 3D with hot foil embossing if provided for the job, the minimum line thickness should be 0.8 mm. Minimum space between the elements is 1 mm at 0.1 mm coincidence with foil embossing elements.

16. PDF file should contain all fonts that are used.

17. ICC colour profile should not be included in PDF file.

18. PDF file should be *Composite*. PDF file should not contain RGB, *SPOT* objects except jobs printed with the use of respective *SPOT* inks.

19. If covering *SPOT* inks (silver, golden, etc.) are used in the job, the printing sequence should be necessarily indicated.

20. When converting into CMYK colour system, ICC profile of appropriate paper type should be used. ICC profiles and total ink coverage (TIC) are shown in Table 1.

21. Other compatible ICC profiles can be used if customer has positive experience with them and maximum TIC value is not exceeded.

Table 1. Recommended ICC profiles

Paper type	ICC profile	TIC, %
For Sheetfed and Heatset printing:		
Gloss Coated(1)	ISOcoated_v2_eci.icc	330
Matt, Silk or Satin Coated (2)	ISOcoated_v2_300_eci.icc	300
Uncoated (4, 5)*	PSO_Uncoated_ISO12647_eci.icc	260-300**

For Heatset printing:

LWC Improved, Heatset (3)	PSO_LWC_Improved_eci.icc	300
LWC Standard, Heatset (3)	PSO_LWC_Standard_eci.icc	300
MFC (Machine Finished Coating)	PSO_MFC_Paper_eci.icc	280
Super calendered	SC_Paper_eci.icc	270
INP (Improved Newsprint)	PSO_INP_Paper_eci.icc	260
SNP (Standard Newsprint)	PSO_SNP_Paper_eci.icc	260

*ICC profiles supplied by paper manufacturers can be used for uncoated papers, for example:
AP_Munken_Lynx_260v4.1.icm
AP_Munken_Polar_260v4.1.icm
These profiles assume printing with enlarged ink densities and result will slightly differ from ISO 12647-2.

**TIC 300 % for uncoated paper should not exceed 10 % of picture area.

Note.
There is not ready full set of ICC profiles for working according to ISO 12647-2:2013 standard but customers can use if they want available new ICC profiles:
PSOcoated_v3.icc
PSOuncoated_v3_FOGRA52.icc
In this case Project Manager and Prepress Department has to be informed about ICC profile used for preparing the job.

22. Resolution of CMYK and *Grayscale* should be 250 to 400 dpi, *Bitmap* – 600 dpi.

23. *Overprint* customer settings are retained for all colours as well as *Overprint Black* setting is forcibly done for all 100% *Black* objects.

24. Upon special requirements of *Overprint* or *Trapping,* PNB repro specialists should be necessarily informed upon submission of order.

25. Upon preparation of files it should be borne in mind that white text on colour background may not be smaller than 8 points while tricolour text on white background may not be smaller than 6 points. It is not recommended to use 4-colour text that is smaller than 10 points.