

SUBMISSION GUIDE

STANDARD STUDENT DIARY



Please note:

Filling out this form is **crucial** in order for us to create your diary correctly.



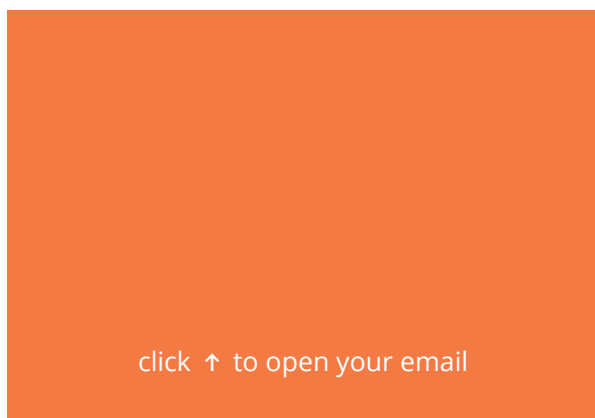
Compulsory:

Fields marked with **this symbol** *must* be addressed.



Got questions?

Don't hesitate to ask!
We are here to help.
P: 02 9213 3711
E:



click ↑ to open your email

Topics included:

- Diary size
- Logo
- School colour(s)
- Cover photo(s)
- School motto
- Date entries

Attach your files as you go through this form!



SCHOOL INFORMATION

Name

Address

Phone

Email

Website

Other

SPECIAL INSTRUCTIONS

Anything you want us to take note of?



DIARY SIZE

(tick only **one** box)

A5 (148 x 210mm)

or

B5 (176 x 250mm)

A5

B5

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* LOGO

Attach all appropriate files to your **email** when submitting this form.



BEST FORMATS

.ai **.eps**

otherwise,

HIGHEST QUALITY VERSION OF

.pdf **.jpg** **.png**

Note: We prefer the original artwork file.

SCHOOL COLOUR(S)

To ensure the colours of your **cover design** are aligned with your school brand.

PANTONE code(s)

or

Colour code(s)

Note: We print in **CMYK** and the **PANTONE** code is simply a reference for us to get the closest value.



If unsure, find one closest to your school colour here:

* COVER PHOTO(S)

Attach all appropriate files to your **email** when submitting this form.

1.

NO. OF PHOTOS

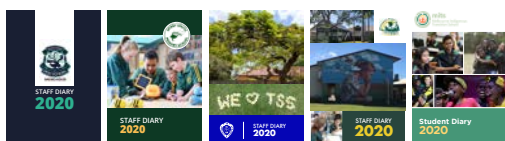
For **front** cover, choose from **0-4**



HIGHEST QUALITY VERSION OF

.pdf **.jpg**

CHECK OUT OUR TEMPLATES



If files are **more than 20mb**, please send via

or

PVC (popular)
A plain black cover.

Custom back cover
If so, please attach all files and specify:

2.

INSIDE FRONT COVER

If so, please attach all files and specify:

3.

BACK COVER

(tick only **one** box)

SCHOOL MOTTO

To go on the footer throughout the diary.

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CUSTOM PAGES

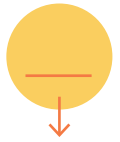
Pages where you can include whatever information you want for your school.

1.

DESIGN YOUR OWN.
Create your own **pre-formatted document** that will be printed **exactly** how it looks.



Download our **templates**
(See **A5** and **B5**)



or



REQUIRED + ORIGINAL FORMAT

.pdf

e.g.

.docx

.indd

WE DESIGN IT FOR YOU.
Send us your content and we'll do it for you!



A **quote** will be provided once we receive your files.

2.

LOCATION WITHIN DIARY
(tick only **one** box)

Front

Back

Split

If so, please specify:

DATE ENTRIES

(Recommended) for orders of **500 or more** diaries **only**.

GOVERNMENT TERM DATES



i. Your state:

ii.

EXTRA DATE ENTRIES

To go with your government dates.



(ii)

or

CUSTOMISED TERM DATES



If so, you **must** provide us with your school dates in an **Excel file**.

.xlsx



Download our **template**





Thanks for your time and patience, we'll keep in touch with your diaries' progress.

We will always advise you prior to undertaking any work and if there are any extra costs.

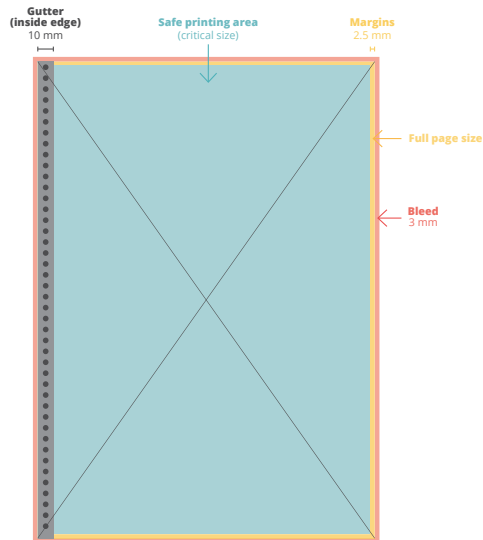
SPECIFICATIONS

FYI.

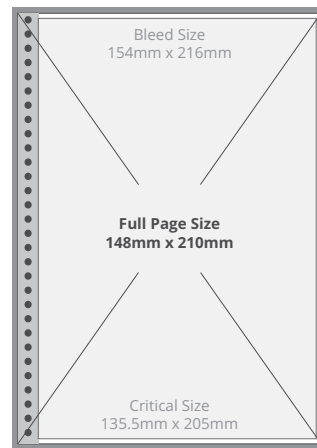
PAGE SIZES

For setting up your custom pages.

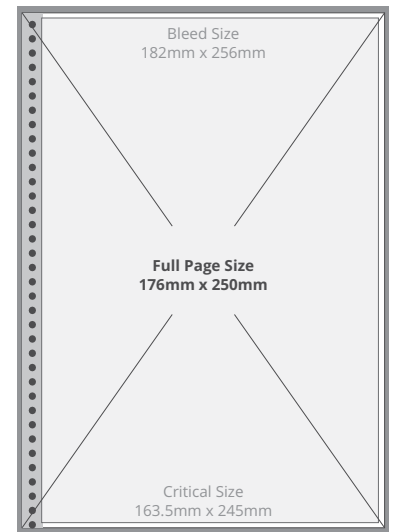
Please use **300dpi** images.
CMYK or **greyscale** only.



A5 Student diary



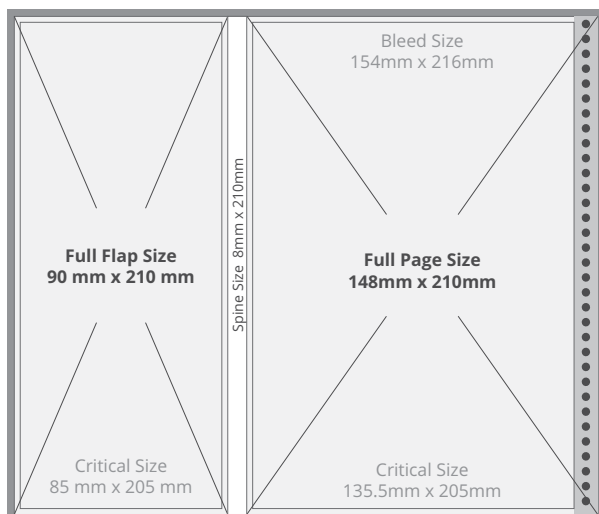
B5 Student diary



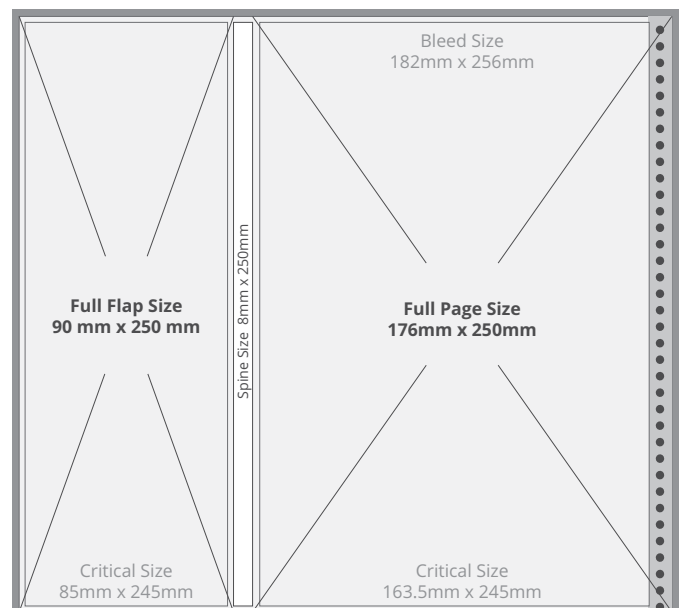
BACK COVER

For spiral bound student diaries.

A5



B5



You can download the **templates** from our