

## Delivery specifications (data) files

Files such as address files, texts for letters, data to be printed, images and print files must be submitted in the following manner:

### Delivery media:

- SFTP, FTPS or HTTPS: in consultation with regard to creating own accounts

### Data file types:

- Office Excel
- TXT (always provide a separate record layout)
- CSV
- XML

### Text files:

- Word till version Office 2019/365
- cPDF
- Adobe CS

### Images, logo & signature:

- TIFF / PDF / Adobe Illustrator EPS
- BMP (1200 dpi on 100%)
- JPG (300 dpi on 100%)

### Points of attention for submitting data:

- For file control and KIX code generation: zip code, house number, house number addition and country name or ISO country code must be delivered in separate fields.
- For personalization, supply the data in separate fields; gender code, initials, insertion and first and last name.
- Foreign addresses must be indicated separately. Submit the country name or ISO country code in a separate column / field.
- Submitting data in Windows code page 1252 or UTF-8 to avoid mistakes with diacritics.
- With repetitive trajectories every record structure must be processed similar.

### Points of attention for submitting print files:

- Deliver the print file as a print-ready document in (certified) cPDF. Please note, the file types of the Microsoft Office package such as Word, Powerpoint etc. are not suitable for printing.
- Generate the cPDF with Job options High Quality Print.
- The cPDFs must not contain any personal information. This data must be supplied as a separate file.
- Make sure the file has the correct resolution. For the best printing result, we recommend a resolution of at least 300 DPI
- Deliver the layout in CMYK (cyan, magenta, yellow and black) and in color profile FOGRA39.
- Provide the layout with trim marks and overfill. Descending work requires a 3 mm overfill all around in the layout.
- Specify cut or crease lines in the layout as separate layer and color, eg 100% magenta.
- Only use black without adding CMY for digital printing in grayscale.
- Convert text in the file to letter contours. This prevents the texts from skipping or changing font.
- If a PDF consists of several pages, the PDF must be submitted per page in page order. Do not submit an imposition.