printegy

PRINT GUIDE

What to know before you place your print order

Design. Print. Done.

A quick, practical guide for businesses, churches, event planners and individuals printing with Printegy.

Before you print

A few minutes now saves delays later

Getting your print job right the first time comes down to a handful of simple decisions. This guide walks through exactly what to think about and what to have ready — so your order moves quickly and comes out exactly how you imagined it.

1 Choosing the Right Print Product

Different goals need different products. Before requesting a quote, think about what the item needs to *do*:

- **Purpose** — is it for branding, an event, information, or promotion?
- **Where it will be used** — indoors, outdoors, handed out, or displayed?
- **How long it needs to last** — a one-day event banner vs. a signage board.
- **Who will see it** — customers, guests, staff, or the general public.

> **TIP:** Not sure which product fits your goal? Tell Printegy what you're trying to achieve and we'll recommend the right option.

2 Quantity

How many copies you need affects pricing, paper choice, and production. Before deciding on quantity, consider:

- **Actual need** — order for real usage, not just a round number.
- **Wastage & buffer** — printing naturally has some spoilage, so slightly more than the exact count is often wise.
- **Future reprints** — will you need more later, or is this a one-time run?
- **Storage** — large quantities need somewhere safe and dry to be kept.

> **TIP:** Unsure how many to order? Let Printegy know your intended use and timeline, and we can help you land on a sensible quantity.

3 Paper & Material

The material you print on changes how your final piece looks, feels, and holds up. In simple terms:

- **Thicker material** feels sturdier and more premium — good for cards, covers, and signage.
- **Thinner material** is lighter and more flexible — good for flyers, leaflets, and handouts.
- **Glossy finishes** make colours look vibrant and photos pop.
- **Matte / uncoated finishes** feel more natural and are easier to write on.
- **Outdoor materials** (like vinyl or coated stock) resist weather better than standard paper.

> **TIP:** If you're not sure which material suits your project, describe what it's for and Printegy will suggest a suitable option.

4 Size & Dimensions

The correct size ensures your design fits and prints exactly as planned. Always confirm your size before submitting artwork — resizing after printing isn't possible.

Common item	Typical size
Business card	3.5" x 2" (89 x 51 mm)
A5 flyer	148 x 210 mm
A4 flyer / letterhead	210 x 297 mm
Roll-up banner	850 mm x 2000 mm

These are common examples, not fixed rules — Printegy can print to the exact size your project needs.

> **TIP:** Give sizes in the same units your designer used (inches, mm, or cm) to avoid mix-ups.

5 Artwork & Design

If you already have a design:

- Make sure it's print-ready — high resolution, correct size, and correct colour mode.
- Send the final, approved version — avoid sending files marked “draft”.
- Include any fonts or notes your designer thinks Printegy should know about.

If you don't have a design yet:

- Let Printegy know — design support is part of what we offer.
- Come with an idea of your message, brand colours (if any), and any reference examples you like.
- Be ready to review a draft and share feedback before it goes to print.

> **TIP:** Remember: Printegy is a design + print business. You don't need a finished design to get started — just an idea.

6 File Formats

Sending the right file type helps your job move straight to production. In general:

- **PDF** — the most reliable, print-ready format for most jobs.
- **JPEG / PNG** — fine for simple designs and images, at high resolution.
- **AI, EPS, PSD** — native design files, useful when edits may be needed.
- **Avoid** sending designs as Word or PowerPoint files where possible — they often shift when opened elsewhere.

> **TIP:** When in doubt, a high-resolution PDF is almost always a safe choice.

7 Colour: Screen vs. Print

Colours on your screen and colours on paper are created differently — so a small shift between the two is normal, not a mistake.

RGB — Screens

Phones, monitors and TVs mix Red, Green & Blue light.

Colours can look extra bright and vivid.

CMYK — Print

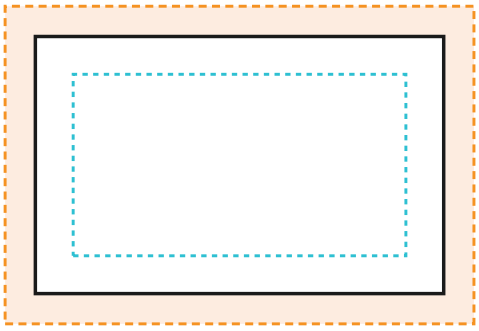
Printers mix Cyan, Magenta, Yellow & Black ink on paper.

Some bright screen colours print slightly more muted.

TIP: For the truest colour match, design in CMYK from the start if you can — ask your designer, or let Printegy know so it can be checked before printing.

8 Bleed, Trim & Safe Area

These three lines make sure nothing important gets cut off — and that colours reach the very edge of the page with no white borders.



- **Bleed** — extra edge that gets trimmed off, prevents white slivers
- **Trim** — the final, finished size of your printed piece
- **Safe area** — keep text & logos inside this line so nothing gets cropped

Diagram is a simplified example — exact bleed and safe area vary by product.

9 Finishing

Finishing is what happens to your print after the ink is down — it changes both look and durability. A few common examples:

- **Lamination** — adds a protective layer and a matte or glossy sheen.
- **Cutting / die-cutting** — shapes your piece beyond a plain rectangle.
- **Folding** — turns a flat sheet into a brochure or leaflet.
- **Binding** — holds multi-page documents or booklets together.
- **Embossing / foiling** — adds a premium, tactile finish for special pieces.

> **TIP:** Choose finishing based on how the piece will be used — a menu that gets wiped down needs different finishing to a one-time invitation card.

10 What to Have Ready for a Quote

Requests move fastest when this information is ready upfront:

- [ ] Product — what you want printed
- [ ] Quantity — how many copies
- [ ] Size — dimensions of the final piece
- [ ] Design / artwork — file, or a request for design help
- [ ] Material / paper preference — if you already have one in mind
- [ ] Finishing requirements — if applicable
- [ ] Any important instructions — deadlines, delivery, or special requests

11 Before You Order — Quick Checklist

Scan this before you submit your request or artwork.

- [ ] I know exactly what product I need
- [ ] I've decided on my quantity
- [ ] I've confirmed the correct size
- [ ] My design is ready — or I've asked Printegy for design help
- [ ] My file is a high-resolution PDF, JPEG, PNG, or design file
- [ ] I've considered bleed, trim & safe area for my design
- [ ] I've thought about paper / material preference
- [ ] I've noted any finishing I want (lamination, folding, binding, etc.)
- [ ] I've shared any special instructions or deadlines

> **GOOD TO GO:** All checked? You're ready to request your quote. Missing something? No problem — Printegy will help you fill the gaps.

12 How to Order from Printegy

1 Choose what you need

Pick the product (or ask us to help you decide).

2 Submit your request

Share your product, quantity, size and design details with Printegy.

3 Printegy reviews the details

We check your artwork, size, and specifications.

4 We confirm requirements & quote

You'll get a clear quote and any questions answered.

5 Your project moves forward

Once confirmed, your job goes into production.

> **TIP:** The more prepared you are using this guide, the faster your quote and project can move.

Ready to print?
Let's get it done.

Design. Print. Done.

Place your order or request a quote today
through the Printegy website