

Custom Wedding Menu (4.25" x 5.5") Artwork Guides & Order Process

botanicalpaperworks.com

STEP 1


ARTWORK GUIDELINES:

[Download our artwork guidelines](#) to be sure that your custom menu artwork will meet the requirements when submitted.

STEP 2

CREATE YOUR ARTWORK:

Create your artwork (using the artwork guidelines file and these template guides for reference)

 **Bleed** (.125" on every side if artwork goes to edge of paper)

 **Final Trimmed Size** (4.25" x 5.5")

 **Trim Safe Area** (Keep text and vital graphics within this area (4" x 5.25"))

NOTE: Your design can be horizontal or vertical

STEP 3

PLACE YOUR ORDER

& EMAIL YOUR ARTWORK:

Once you have placed your order, email us the file you would like to print. If choosing double-sided printing, you should submit two files or one file with two pages.

STEP 4

RECEIVE YOUR PROOF:

Once we have received your order, we will create a digital proof and email it to you to make sure everything is set up correctly.

STEP 5

ARTWORK APPROVAL:

Please review your digital proof at this time for accuracy. If changes are required, you can resubmit your artwork up to two times free of charge.

Once you are happy with the proof, email your approval and we will proceed with your order and send you shipping confirmation details.

Note: If the proof has been approved, Botanical PaperWorks Inc. will not be held responsible for any errors that have been overlooked in the proofing process.

