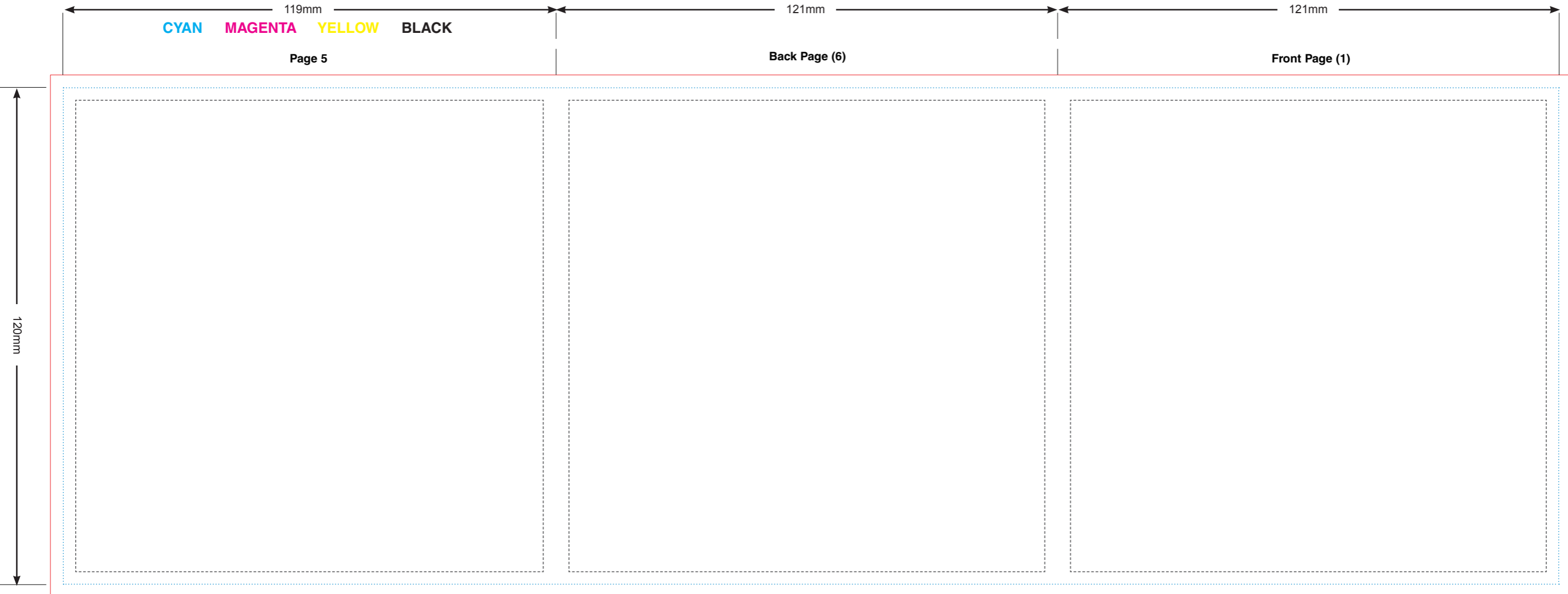


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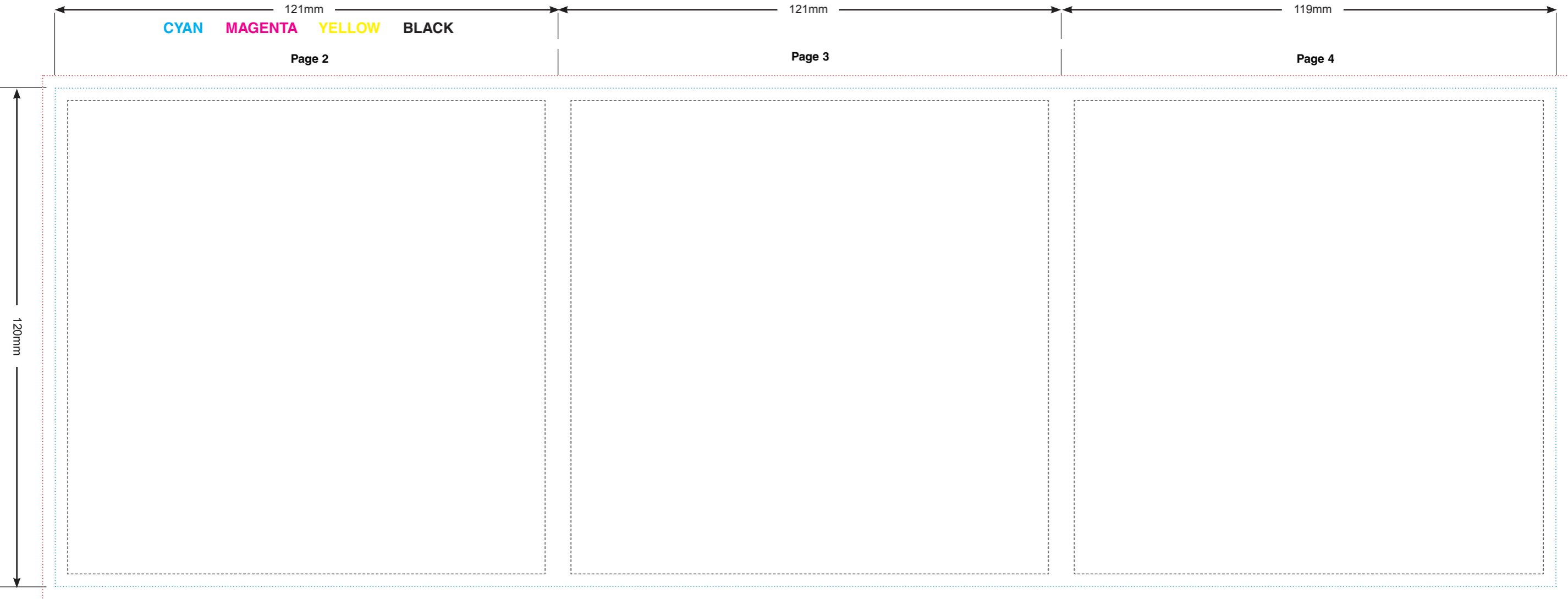


**Code No. - Booklet-Outside**

Bleed area, a minimum of 3mm bleed must be allowed for  
Cutting/Trim line  
Logos and text must be placed 3mm away from the cutting/trim lines

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**Code No. - Booklet-Inside**

Bleed area, a minimum of 3mm bleed must be allowed for  
Cutting/Trim line  
Logos and text must be placed 3mm away from the cutting/trim lines



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### **ICC DUPLICATION FTP DETAILS**

ftp://files.iccduplication.co.uk

Log on with the following details:-

Client Account Username: duplication

Client Account Password: arnold

- Please upload files to the root directory in a clearly marked folder with your client and job reference.
- If access is denied (user anonymous) please choose Login As from the File menu in your browser and re-submit the username and password above.
- Please ZIP or STUFF all files into a single file before uploading.
- Please let us know once your files have been uploaded to avoid any delays.
- Low-res PDF proofs should be supplied for artwork reference only – we will require the original artwork files to work from.
- Our preferred file formats are Indesign (CS2) - Quark Xpress (6.5) - Illustrator (CS2) - Photoshop.  
(Other formats are also supported such as CorelDraw Version 10 and Freehand).