General guidelines for the transfer of digital data.

Please observe this information sheet about data formats, graphics and layout to ensure that your data can be processed smoothly. **The quality of your printed product depends directly on the quality of your data.**

Our products, plates, cups, napkins are flexo printed. Labels are printed in an offset or flexo printing process. **The basic technical information applies for all printing procedures and all products.** If you have any questions when creating your files, please do not hesitate to get in touch with your contact person / clerk in our company who will be happy to help.

DATA FORMATS:

- Avoid the use of Microsoft-Office products such as PowerPoint, Word, or Excel. These programs are not designed as layout programs. We work with Adobe **Illustrator CS 6 (.ai, .eps), Photoshop CS 6 (.psd) and InDesign CS 6 (.indd)** with Macintosh systems. Please only send us open files with all pictures, graphics and full font faces in the Macintosh format. **Please always enclose a high-resolution PDF or JPG for control purposes.**

IMAGE MOTIF, LINE MOTIFS AND SPOT COLOURS:

- To avoid quality losses, all **image motifs** use must be at least 300 dpi in their original size and be integrated in the layout in a scale of 100 %.
- Pictures must be created in CMYK or grey scales. If there are also **spot colour** elements, please create these on separate levels with precise colour assignment in PANTONE, not in CMYK.
- Please create any line motifs as vector graphics (.ai, .eps), not as a pixel file. Please create the individual elements on single levels.
- Please send us printed products as a colour reference (e.g. napkin, tableclothes etc.) at the start so we can balance the colours. **We require three proof prints with binding colours** in the case of complex motif designs. If no colour references are supplied, we will print based on the colour information in the file as far as possible.

FONTS:

- We would ask you to always include all fonts used. Also, you can convert the fonts into paths. It is not recommended creating flow text in several colours as this can lead to gauge pin inaccuracies and illegibility. **Minimum font size is pt. 6.** Positive lines > 0.25 pt.; negative lines > 0.5 pt.

EAN CODE:

- If you integrate an EAN code, ensure that the EAN code does not undercut the minimum size of SC0. It must be created in pure black (100 %) and be printed on a white background. It also requires space in front and behind it into which no object may protrude to ensure that the scanner can recognise the code correctly.

PDF CREATION:

- If you give us a print PDF as a print file, please bear in mind **that it is not usually possible for us to modify or correct this PDF.** This leads to a very time-consuming process if corrections are necessary because the author needs to carry out the corrections himself and then send us the corrected file again.

DATA TRANSFER:

- Data can be transferred as follows: E-Mail (max. 10 MB), data link for the download e.g. WeTransfer, CD-ROM, DVD-ROM.

PRESSURE RELEASE AND PROOF-TO-PRINT MATCHING:

- To release the print, we usually send you a PDF with the corresponding colour separation. In the case of complex colour motifs, **we create a colour proof (test print matched to the plate print material** for control purposes. After the print release, we need about **six weeks until production.**
- The **plate needs to be printed first** to match the various printed products to each other. This acts as a colour template for cups, napkins etc. Please bear this in mind in your schedule.
- It is always possible for you, as a customer, to carry out the **print balancing on the machine** yourself if you want. Simply contact your contact person / clerk in our company.

<table>
<tr><td colspan="3">HOSTI
HOSTI GmbH
Emil-Stickel-Straße 6 · 74629 Pfedelbach
Tel. 07941-6092-0 · www.hosti.de</td><td>Product
General data transfer</td><td>Date
24.02.2025</td><td></td></tr>
<tr><td></td><td></td><td></td><td>Motif name
English</td><td>Head of marketing
Ramona Stickel</td><td></td></tr>
<tr><td></td><td></td><td></td><td>Attachment format</td><td>Operator
Yvonne Reuß</td><td></td></tr>
<tr><td>❏ Marketing</td><td>❏ Sales</td><td>❏ Client</td><td></td><td></td><td></td></tr>
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Your checklist for transferring data to us

Data transfer via

- ❏ **E-Mail** *or*
- ❏ **Download link, We Transfer** *or*
- ❏ **Data carrier, CD-ROM, DVD ROM**

Formats

- ❏ **InDesign .indd (CS 6.0)** *or*
- ❏ **Illustrator .ai, .eps (CS 6.0)** *or*
- ❏ **Photoshop, psd (CS 6.0)**

- ❏ **PDF high-resolution for checking** *or*
- ❏ **JPG high-resolution for checking**

Layout

- ❏ **Have all used page elements like texts, pictures and graphics and the original fonts that were used been enclosed?**
  (Caution: Licenses may not be breached.)

Colours

- ❏ **Have the pictures been created in CMYK / black & white version with 300 dpi?**
- ❏ **Have the spot colours been created in PANTONE C with a corresponding designation?**
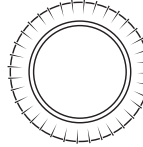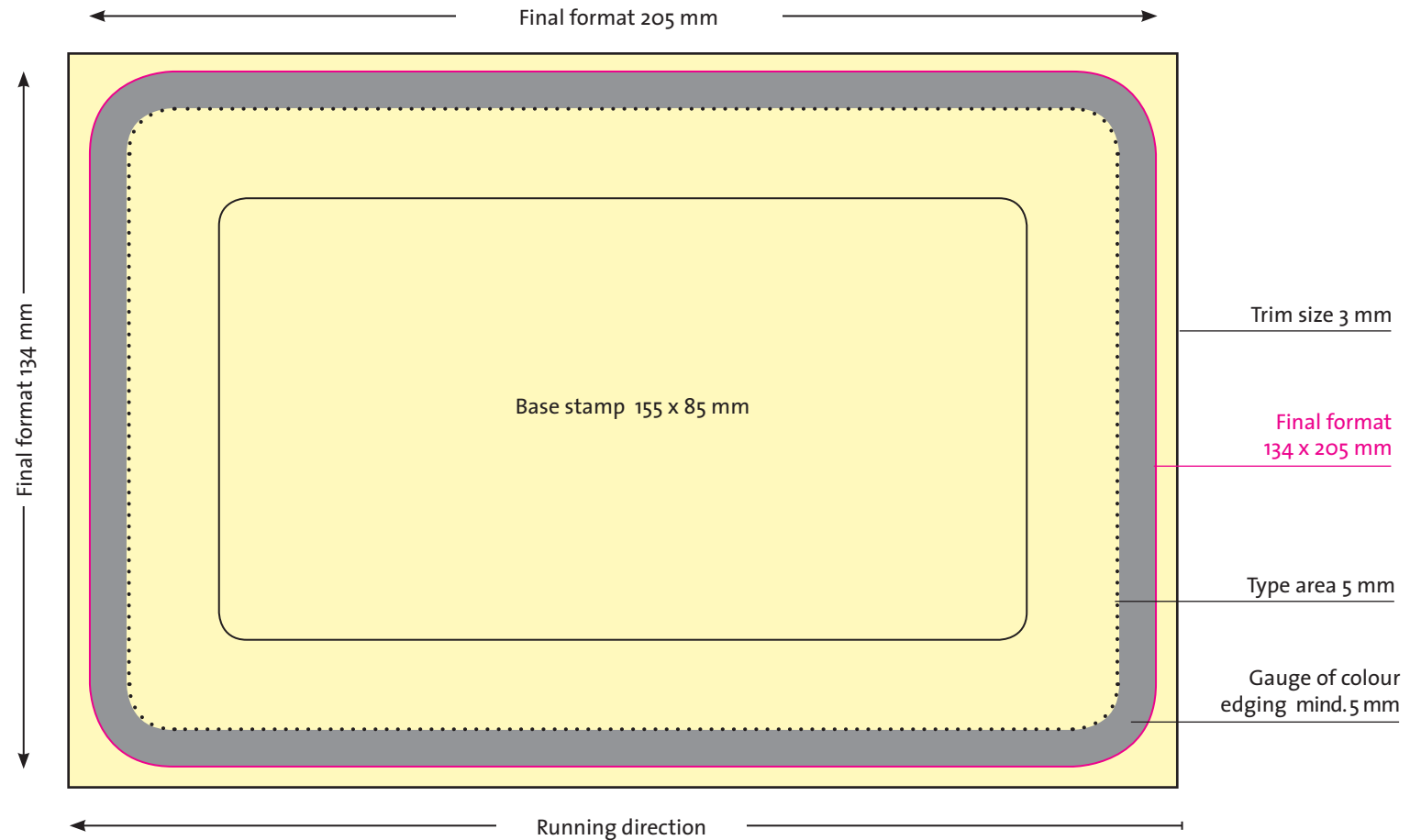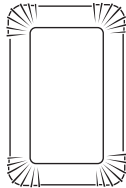
Colourreference

- ❏ **Have colour-binding proof prints been sent in triplicate** *or*
- ❏ **Have original samples of other products been sent for coordinating the colour?**

Standard requirements of paper plates ⌀ 23 cm

Plate 23cm edge A + B

Edge stamp. app. 30 mm

Base stamp 151 mm

Edge stamp. app. 30 mm

Plate 23cm edge C + D

Edge stamp. app. 36 mm

Base stamp 131 mm

Edge stamp. app. 36 mm

Gauge of colour edging mind. 7 mm

Trim size 244 mm

Final format 235 mm

Type area 227 mm
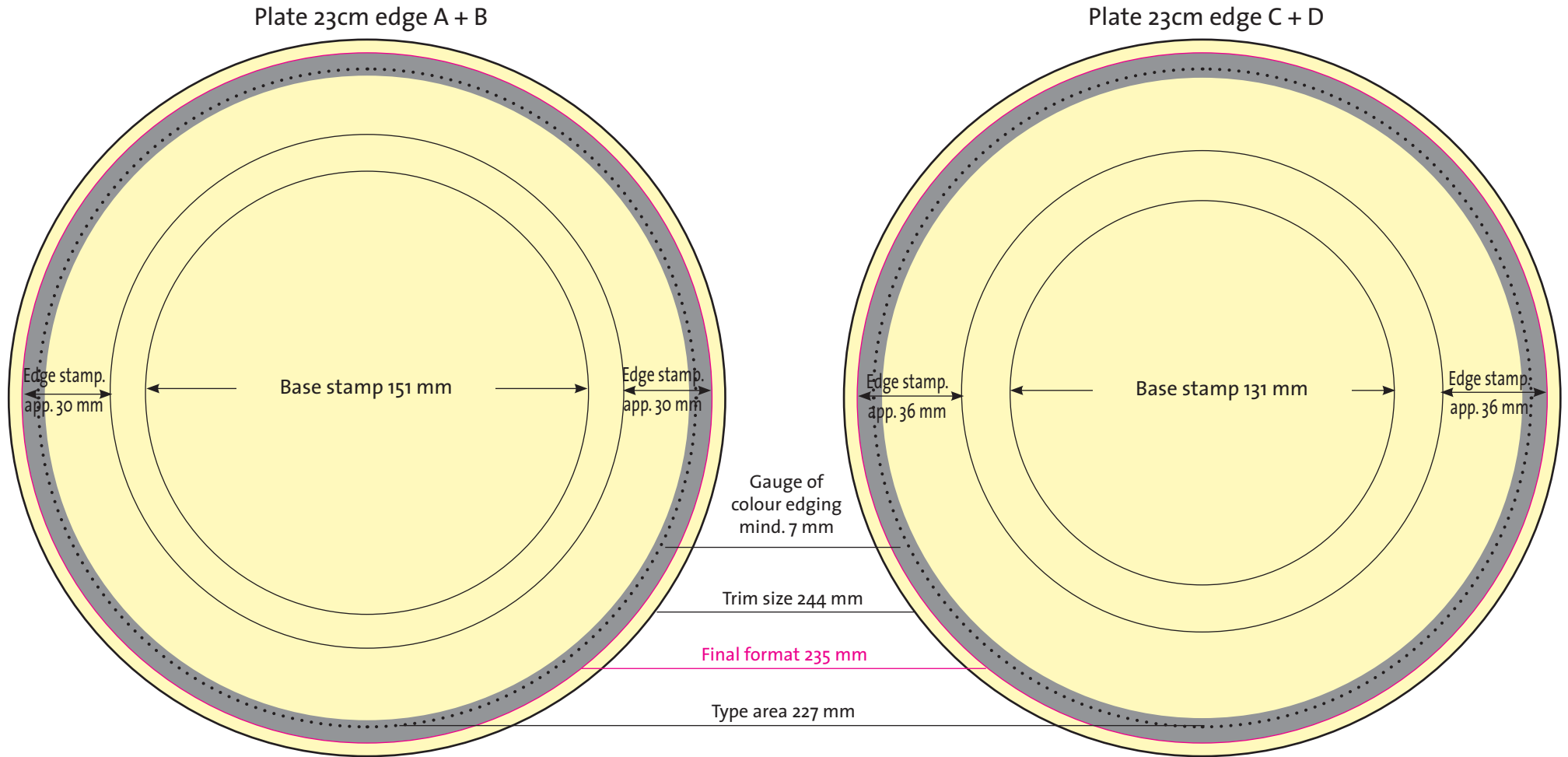
TECHNICAL INFORMATION: Final format ⌀ 235 mm, trim size ⌀ 244 mm. If you want **to print an all-round edge,** it should be at least **7 mm thick**. Up to 5 print colours are possible.
For information about the individual plate shapes, please visit our website under „The HOSTI paper plates and their different shapes“.
If you have any questions about your plate, please get in touch with your contact person / clerk in our company.

Product	Date
Paper plate - Attachment 1	24.02.2025
Motif name	Head of marketing
English	Ramona Stickel
Attachment format	Operator
	Yvonne Reuß

❑ Marketing   ❑ Sales   ❑ Client

Standard requirements for paper plates 13 x 20 cm

Final format 205 mm

Final format 134 mm

Base stamp 155 x 85 mm

Trim size 3 mm

Final format 134 x 205 mm

Type area 5 mm

Gauge of colour edging mind. 5 mm

Running direction

Technical information: Final format 134 x 205 mm plus 3 mm trim size all-round. Up to 5 print colours are possible. **This plate can be reset, i.e. the print image can be positioned in the middle.** For a full-surface design, we would ask you to integrate a min. 5 mm thick all-round edge or use scatter print. If you have any questions about your plate, please get in touch with your contact person / clerk in our company.

Product	Date
Paper plate square - Attachment 2	24.02.2025
Motif name	Head of marketing
English	Ramona Stickel
Attachment format	Operator
	Yvonne Reuß

❏ Marketing   ❏ Sales   ❏ Client

Standard requirements for scatter print motifs

Roller circumference 480 mm = Running direction

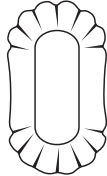Please check the connection of the repeat at 480 mm
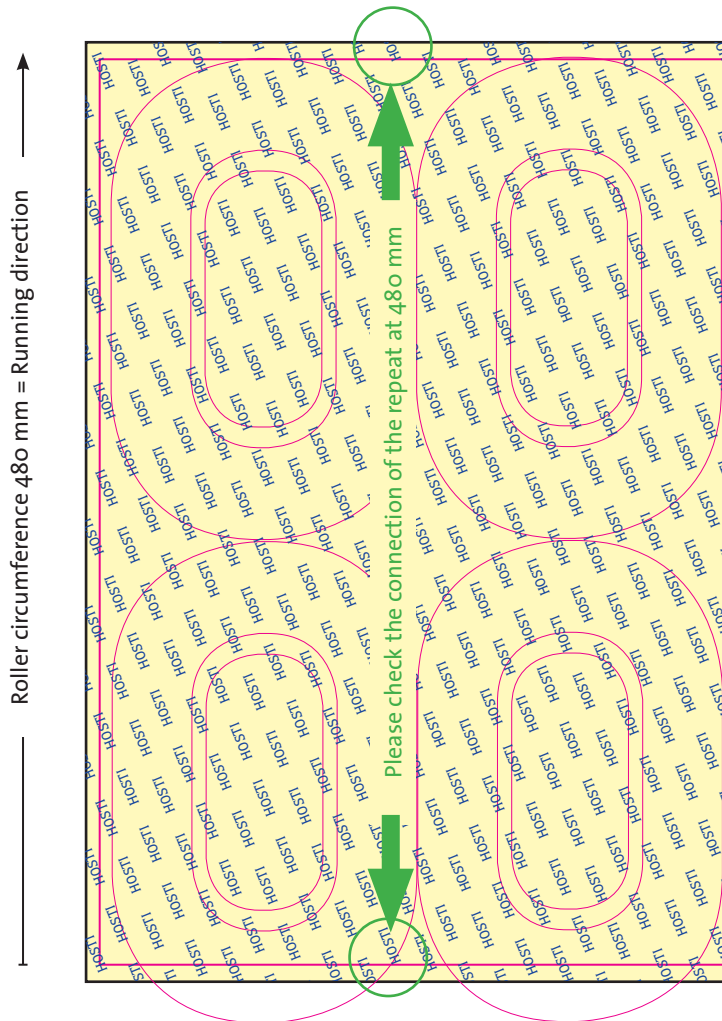
Technical information:

Scatter print or continuous print is a repeated pattern, e.g. your company logo or slogan etc. The print cannot always be positioned identically, instead they vary depending on the cut. In principle, all our products can be printed with scatter print; however, our bowls and square plates are always printed with a scatter print (apart from plates 13 x 20 cm).
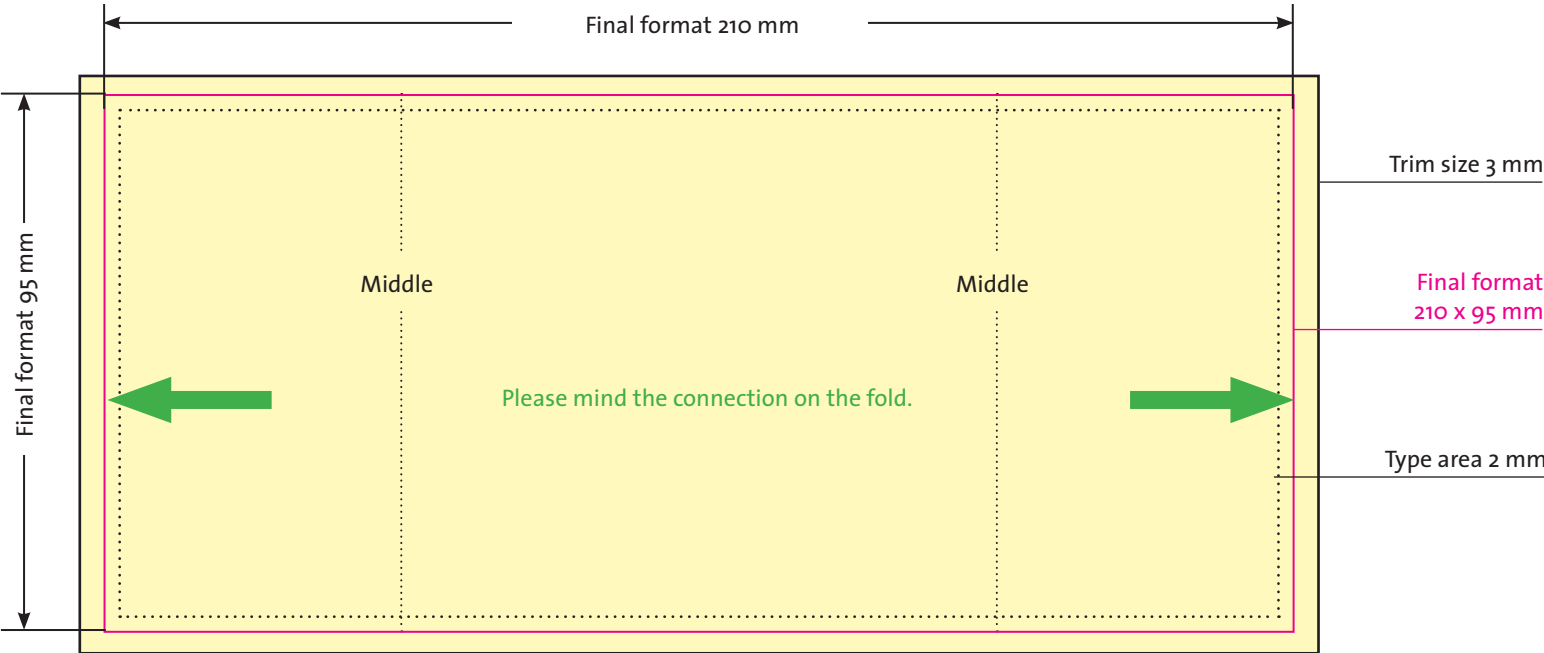
Please create a file with format of 50 cm high and 50 cm wide with the required scatter pattern. Up to 5 print colours are possible.

Important: The scatter print is distributed across the entire print surface. However, the repeat must close all round (see picture). Please ensure that the repeat is joined at a height of 480 mm as shown here in the P18 paper bowl example.

If you have any questions about your plate or bowl, please get in touch with your contact person / clerk in our company.

Standard requirements for paper cups 0,2 l

Final format 210 mm

Final format 95 mm

Trim size 3 mm

Final format
210 x 95 mm

Type area 2 mm

Middle

Middle

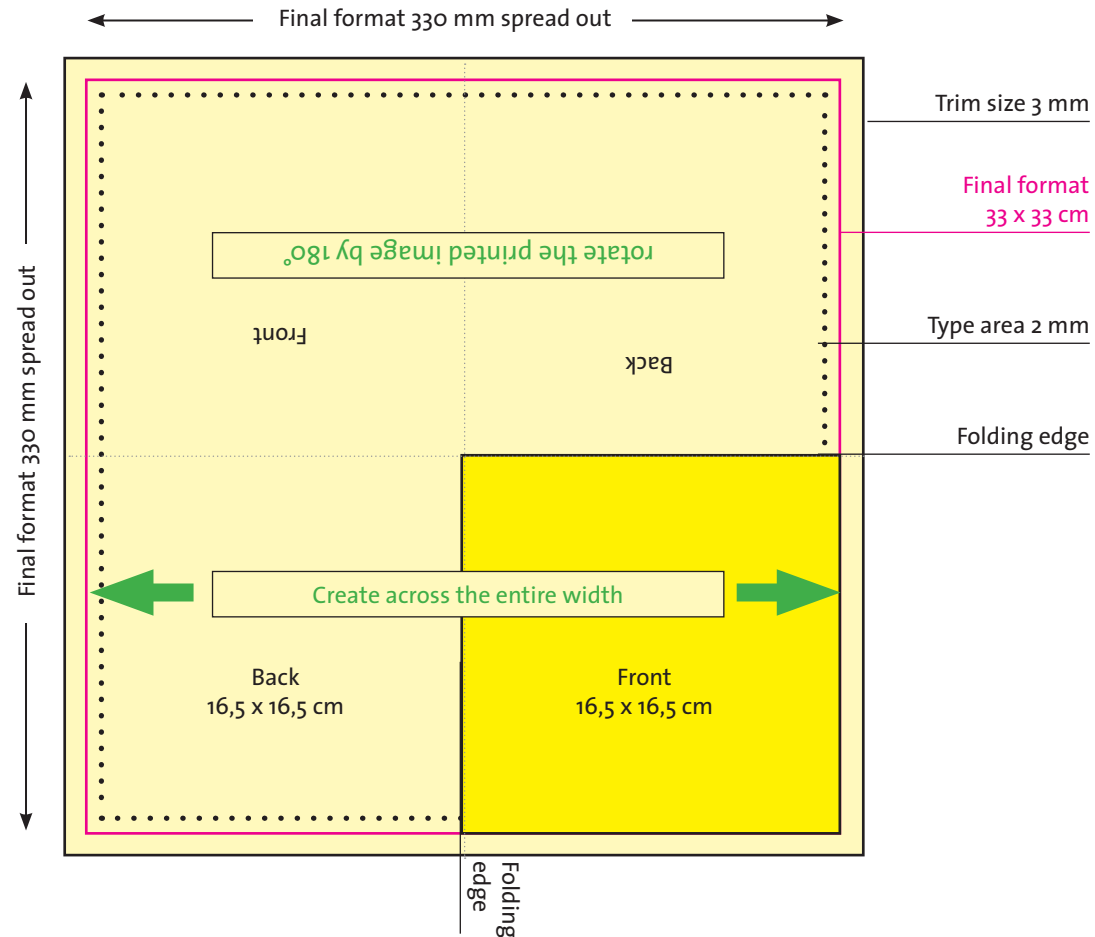Please mind the connection on the fold.

TECHNICAL INFORMATION:

Final format 210 mm wide x 95 mm high plus 3 mm trim all-round. Please create a rectangular motif. The graphics department will transfer this motif into a curved form. Please place the front side and reverse side in the middle. Please keep the connection and repeat in mind. Up to 5 print colours are possible. If you have any questions about your cup, please get in touch with your contact person / clerk in our company.
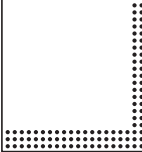
Product	Date
Paper cups - Attachment 4	24.02.2025
Motif name	Head of marketing
English	Ramona Stickel
Attachment format	Operator
	Yvonne Reuß

❏ Marketing   ❏ Sales   ❏ Client

Standard requirements for napkins 33 x 33 cm

Final format 330 mm spread out

Final format 330 mm spread out

Trim size 3 mm

Final format
33 x 33 cm

rotate the printed image by 180°

Front

Back

Type area 2 mm

Folding edge

Create across the entire width

Back
16,5 x 16,5 cm

Front
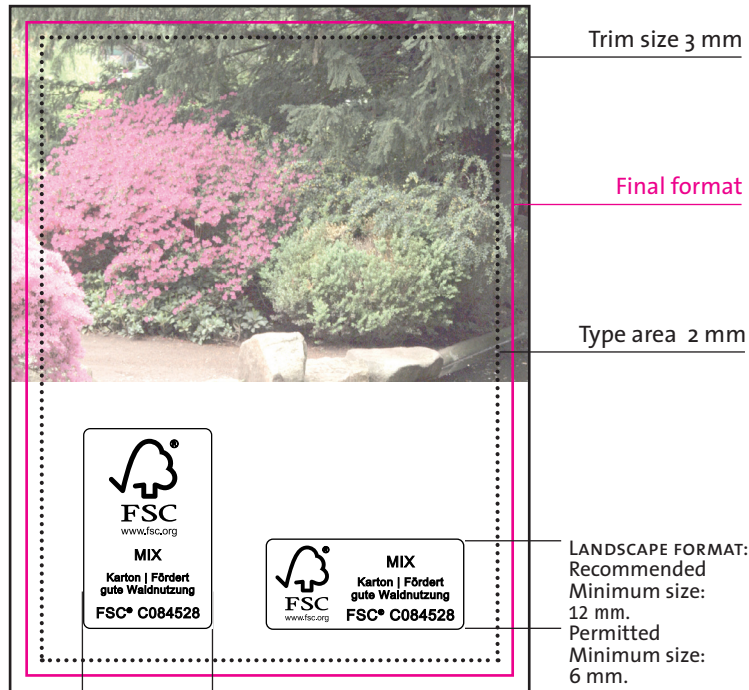16,5 x 16,5 cm

Folding edge

TECHNICAL INFORMATION:

Final format 33 x 33 cm plus 3 mm trim all-round. Please create the motif in the format 33 x 16.5 cm and then rotate the printed image by 180° around the central axis.
Up to 6 colours are possible. If you have any questions about your napkin, please get in touch with your contact person / clerk in our company.

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Product	Date
Napkins - Attachment 5	24.02.2025
Motif name	Head of marketing
English	Ramona Stickel
Attachment format	Operator
	Yvonne Reuß

❏ Marketing   ❏ Sales   ❏ Client

Standard requirements for labels

Trim size 3 mm

Final format

Type area 2 mm

Landscape format:
Recommended
Minimum size:
12 mm.
Permitted
Minimum size:
6 mm.

Portrait format:
Recommended
Minimum size:
17 mm.
Permitted
Minimum size:
9 mm.

Technical information:
Please define a trim of 3 mm on all sides. There may be deviations in the final cutting. Therefore, place any texts, shapes and pictures that may not be cut at least 2 mm away from the edge (type area).

FSC®-Logo:
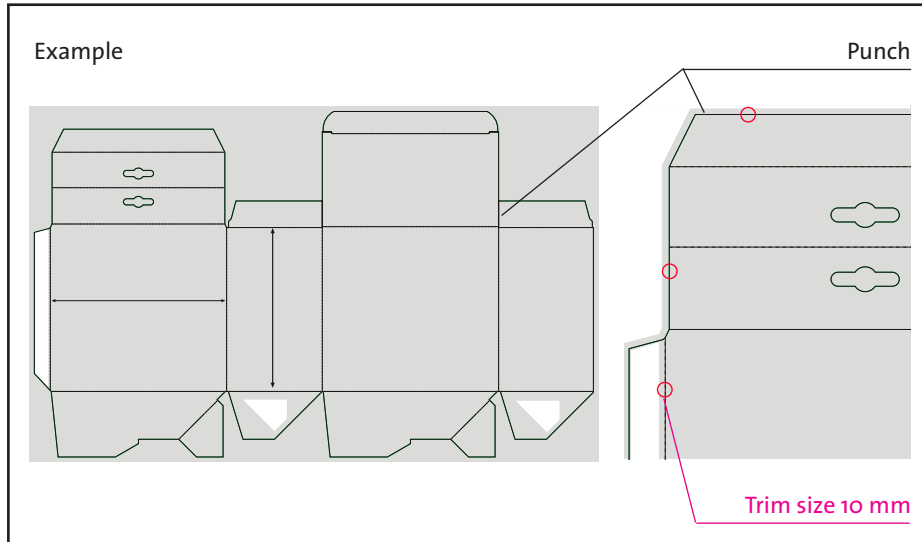Your FSC® logo should be in 100 % black and be positioned on a white background.

We will be happy to help if you have any questions about creating your label. If you need help with respect to the **release by the responsible FSC® certification body,** please get in touch with your contact person / clerk in our company.

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Product	Date
Labels - Attachment 6	24.02.2025
Motif name	Head of marketing
English	Ramona Stickel
Attachment format	Operator
	Yvonne Reuß

❏ Marketing　　　　❏ Sales　　　　❏ Client

Standard requirements for boxes

Example

Punch

Trim size 10 mm

TECHNICAL INFORMATION:

Please observe the following information additionally to our **'General guidelines for the transfer of digital data':**

The profile that is binding for the punching also needs to be in the scale 1:1 to create the layout. To this end a special colour with the designation 'punch' must be created. This must be set to over-printing.

Minimum font size is 6 pt positive and 8 pt negative on a surface. Positive lines > 0.25 pt (0.1 mm); negative lines > 0.45 pt (0.15 mm).
Elements in black (e.g. EAN code) must be created in **pure black** (100%) . Black surfaces however can be backed with 40 % cyan to create a saturated black.

FSC®-LOGO:

If you want your box in FSC® quality, simply create a corresponding **empty field in your layout.** The FSC® logo is than added by the box printing company. The box printing company also carries out the release with the responsible FSC®- certification office.

If you have any questions about your boxes, please get in touch with your contact person / clerk in our company.

Product	Date	
Boxes - Attachment 7	24.02.2025	
Motif name	Head of marketing	
English	Ramona Stickel	
Attachment format	Operator	
	Yvonne Reuß	
❏ Marketing	❏ Sales	❏ Client