

## GENERAL SALES CONDITIONS OF POLIPAKS

### 1. Application of the Sales Conditions

**1.1.** These General Sales Conditions ("**GSC**") shall apply to all sales transactions concluded between POLIPAKS SIA, registration No. 40003283415, legal address: „Malkalni“, Vetras, Marupe district, LV-2167, Latvia ("**Seller**") and its client as the buyer ("**Buyer**") where GSC have been referred to in the relevant Order confirmation by the Seller, price offer or any other notification sent by the Seller to the Buyer. Conflicting or divergent terms of purchase or other restrictions of the Buyer will not be accepted unless and to the extent the Seller has given express written consent in each individual case.

### 2. Orders

**2.1.** Unless the Seller provides otherwise, any sales offer presented to the Buyer by the Seller shall be valid for 30 (thirty) days from the date of presenting it to the Buyer. Any such sales offers shall not be bidding sales offers but offers for the potential Buyer to place an order.

**2.2.** The order sent to the Seller by the Buyer must be in a written form and contain detailed information on ordered products and other conditions required by the Buyer, which will be described in **Annex 1**.

**2.3.** An acceptance of the order by the Seller requires a written confirmation by the Seller. The Seller is entitled to accept the order with remarks concerning ordered products of which the Seller shall inform the Buyer immediately and such acceptance will be considered a contra offer. Accepted order by the Seller shall be treated as the purchase-sale contract.

**2.4.** The fact of accepting the order shall not bind the Seller if due to circumstances beyond its control, in particular raw material supply, third party activity or force majeure, delivery and sale is impossible or excessively difficult. The Seller reserves the right to make alterations to the price and delivery time specified in the order, should this prove necessary for reasons beyond his control. The Seller reserves the right to add handling costs for small deliveries.

**2.5.** Acceptance of the order shall not be binding for the Seller if total liabilities of the Buyer with respect to the Seller have surpassed the amount of a business loan which might have been granted to the Buyer by the Seller, or if the Buyer delay with payments for the Seller of any dues.

**2.6.** If the Buyer orders goods non present in standard catalogue, the Seller may require from the Buyer to pay an advance up to 30% of the gross value of the ordered goods and to provide an annual binding forecast as described in **Annex 4**.

**2.7.** If the Buyer insists that any of production processes (artwork adaptation, colour separation (LEN file), print plates production etc.) is performed by himself or any third party, the Buyer accepts and is obliged to comply with the respective cooperation and liability model as described in **Annex 2**.

**2.8.** Buyer is obliged to comply with Seller's Requirements for the Artwork (graphic files) described in **Annex 3** to ensure high standards of flexo-print. Seller is exempt from any liability when these artwork requirements were not met.

**2.9.** The artwork and any technical documentation or files that Seller creates for performance of contract remains with Seller and can be transferred to the Buyer only upon payment of a respective fee for creation of such information. If the aforementioned information is not required by the Buyer, the Seller destroys it within 18 months since the last usage of it.

### 3. Prices and Payment Conditions

**3.1.** Current prices for goods are defined in the Sellers' offers presented to the Buyer unless the parties

agree otherwise.

**3.2.** The final price for goods is determined in the written confirmation of the order sent by the Seller to the Buyer. Given prices are always considered as net prices to which the value added tax shall be added in accordance with currently obligatory rate.

**3.3.** The term of payment is 14 day's net from the date of the invoice, unless agreed otherwise.

**3.4.** Seller provides storing of print plates without additional cost for 18 months from last production order of the particular design artwork. After 18 months from last production Buyer can choose from 3 options: a) make delivery of the print plates to the Buyer's premises; b) Seller continues to keep print plates for additional charge of 20 EUR + VAT per month; c) if none of options "a" and "b" is chosen by the Buyer Seller will destroy the print plates and for the next production order Buyer will be charged for new production of the print plates. Buyer is obliged to keep track of the term stated in this clause as no additional warning shall be sent to the Buyer at the expiry of 18 months term.

**3.5.** If the Buyer does not pay its dues in the indicated time, the Seller is entitled to suspend the realization of subsequent orders until the Buyer settles all the delayed payments.

**3.6.** Risk of damage to or loss of the goods shall pass to the Buyer at the time of delivery or deemed delivery of the goods in accordance with clause 4.1. Notwithstanding clause 3.6, the title to the goods shall not pass to the Buyer until the Seller has received in full the invoice value of the goods supplied to the Buyer.

**3.7.** In case when the delay in payment is over 10 calendar days, the Seller may: (a) require from the Buyer to pay a contractual fine for non-fulfilment in the amount of 5% of the net price of ordered and uncollected goods, and/or (b) keep the ordered goods in its warehouse and charge the Buyer with the warehousing costs since the day of confirming to the Buyer of the readiness of the ordered goods for the shipment.

**3.8.** In case when the delay in payment is over 30 calendar days, the Seller may: (a) withdraw from the contract, and/or (b) require from the Buyer to pay a contractual fine for non-fulfilment in the amount of 10% of the net price of ordered and uncollected goods, and/or (c) keep the ordered goods in its warehouse and charge the Buyer with the warehousing costs since the day of confirming to the Buyer of the readiness of the ordered goods for the shipment.

**3.9.** The day of making payment shall be the one in which a given amount appears on the bank account of the Seller. In case of missing the payment date the Seller may claim from the Buyer the payment of interests according to the regulations of law.

**3.10.** If there is a justified reason to think that the Buyer shall not fulfil its financial obligations, the Seller may demand the payment of part or whole amount of ordered goods or to give specific guarantees or securities before production of ordered goods.

**3.11.** Submission by the Buyer of possible reservations, remarks or complaints and their consideration shall not stop the course of the payment date or any other obligations like the pick-up of the ordered goods.

**3.12.** If following the conclusion of a contract there shall be introduced any unpredicted additional costs, e.g. in the price of the raw material (by more than 2%), any public or legal charges, changes of the exchange rates, the Seller is entitled to adjust the prices of the goods accordingly, even if it has not been included in the contract between parties or any other offer, but only after informing the Buyer about the above changes.

**3.13.** In case of manifest erroring price offer or price confirmation, the Supplier is free to adjust the price to the price that was actually applicable at the time the order was accepted by the Seller.

#### **4. Deliveries**

**4.1.** Parties agree that delivery term used shall be stated in the respective order confirmations (according to Incoterms 2020). A conventional package for transportation, which is in accordance with the terms of delivery, is included in the price, unless agreed otherwise.

**4.2.** Delivered goods shall be in conformity with the order placed by the Buyer and its purpose and shall be packed according with the Seller's document "Company's technical specification" ("**TS**") added as Annex 3 and product specification in a way allowing safe transportation and usage (unless parties agree otherwise)

- 4.3.** Cost of packaging different from that defined in the TS shall be incurred by the Buyer.
- 4.4.** Additional costs of requested insurance of the goods for the period of transportation shall be incurred by the Buyer.
- 4.5.** The Buyer shall be obliged to inspect the state of the shipment, the quality, quantity and assortment of the delivered goods immediately after the delivery. The Buyer shall make reservation on a CMR issued by the Seller. In case of any objections the Buyer shall make the required annotation in writing on a CMR. Failing to report any objections shall be deemed as confirmation that the goods have been delivered properly, that their condition and quantity are correct and in accordance with the order.
- 4.6.** If due to any reason the immediate inspection of the delivered goods proves to be impossible, the inspection shall include at least the consignment note, quantity of goods, state of packages, data concerning marking of the goods, as well photos as damage visible on the outside. Full inspection of the goods delivered should be carried out no later than during the unpacking of the goods, but before they are processed.
- 4.7.** In case the Seller finds that the delivery deadline specified in the contract cannot be kept, the Seller shall notify the Buyer about this fact without undue delay with concurrent specification of the assumed date of delivery of the whole order or its part.
- 4.8.** In case of delivery date is deferred for reasons, which are not attributable to the Seller, in particular circumstances assumed in the contents of the GSC, the Seller may postpone the delivery and shall not be held responsible for any consequences of such postponement.
- 4.9.** In case of not picking up the goods by the Buyer within 7 days from the confirmed date of readiness of the goods (if applicable according to the agreed Incoterms), the Seller may ship the goods via a shipper of its own choice. In case of such delivery, the delivery costs shall be added to the invoice for the goods.
- 4.10.** The time of picking up the ordered goods from the Seller's warehouse shall be determined by the Seller, unless parties agree otherwise.
- 4.11.** Signing of CMR by the Buyer is mandatory. Entering the date of receiving the goods in CMR is mandatory. Buyer is obliged to pay a contractual fine in amount of 100 EUR per each breach of this clause, and the Seller is entitled to deduct the calculated contractual fine from the payments received from the Buyer.

## **5. Technical documentation, quality and tolerance**

- 5.1.** Upon respective request of the Buyer or at Seller's discretion, the Seller has to provide to the Buyer TS, Technical Data Sheet ("**TDS**"), Product specification (if special parameters different from TS or TDS), Declaration of Conformity ("**DoC**") and other Declarations. The Buyer is prohibited to use such documentation for any other purposes than for the fulfilling of the contract and may not reproduce, copy or convey in any manner such documentation to third persons without a separate written consent of the Seller.
- 5.2.** The Seller shall make its best effort to ensure that the goods are free from defects resulting from faulty workmanship and use of defective materials. Quality of the goods only refers to the quality, grade and properties described in the Seller's technical documentation. Any public comments, recommendations or advertising shall not constitute any quality data concerning the goods purchased.
- 5.3.** Quantitative tolerance of the order is allowed and determined in the TS. The above mentioned shall not be regarded as non-conformities of the goods.
- 5.4.** Technical tolerances concerning the physical and mechanical qualities of goods are allowed. The above- mentioned is determined in the TDS, and shall not be regarded as non-conformities of the goods.
- 5.5.** Technical tolerances concerning geometrical dimensions of goods are allowed. The above- mentioned is determined in the "Company's technical specification" (TS) or in Product specification, and shall not be regarded as non-conformities of the goods.
- 5.6.** Defective products in amount up to 2% of the total order are allowed.
- 5.7.** Unless specifically indicated by the Buyer, the Seller establishes good's parameters in accordance with its technical documentation and, where such parameters are not set, upon its discretion.

**5.8.** The Seller is entitled to mark packaging of goods and labels with a trademark or other mark and an identification number.

## **6. Claims, guarantees and responsibilities**

**6.1.** Guaranteed technical parameters and quality of goods are determined in TDS, Product specification and DoC.

**6.2.** The Buyer is not entitled to make any claims in case of not full-filling storage and usage conditions determined in the TDS/TS and DoC.

**6.3.** The terms for submitting claims to the Seller shall be as follows: (a) Claims concerning, any visual damages of transportation units and packaging and amount – immediately after receipt of the goods by the Buyer; (b) Claims concerning non-visual damages – within 7 days from receipt of the goods by the Buyer; (c) Claims concerning the quality of the goods – within the period of expiration specified in the TDS.

**6.4.** Any claim concerning damage or shortage of the delivery shall be investigated on condition that reservations on CMR have been made by the Buyer, signed by the driver and delivered to the Seller. Investigating mechanical damages of the delivered goods due to improper delivery, loading or unloading processes shall be possible only if the Buyer delivers to the Seller a damage report and reservation on CMR signed by the Buyer and the driver delivering the goods together with photographs justifying the damages. The Seller must be informed about the claim immediately upon unloading. The Seller receives written statement relative to the damages within 7 (seven) days from the delivery date.

**6.5.** Claims shall be made in writing and include information concerning claimed delivery, release document issued by the Seller, product labels, photo from claimed goods and Seller batch number, marked on the label of the goods. Each claim shall also include exact quantity of claimed goods and precisely described reason for the claim. In case the Buyer should fail to deliver the required documents and evidence within the stated period of time, any claims shall not be investigated.

**6.6.** Until a claim is settled, the Buyer shall store and secure claimed goods in accordance with the TDS. In case when the claimed goods suffer damages during the period of investigating and settling a claim such goods shall not be taken into consideration of the claim.

**6.7.** The claimed goods shall not be returned to the Seller without its prior consent in writing.

**6.8.** The Seller's liability for defects of the ordered goods shall be limited to the actual unprocessed claimed quantity. The Seller holds no responsibility of processed goods. The Seller shall not be liable to the Buyer or the third party for any other cost, damage or loss.

**6.9.** The Seller shall be held responsible for covering the costs of no more than full purchase price paid by the Buyer to the Seller.

**6.10.** The Buyer shall make available to the Seller samples of the claimed goods necessary to carry out evaluations, allow measurement and laboratory testing. In case the Buyer refuses to provide the required samples the Seller shall be released from the responsibility of investigating the claim.

**6.11.** Claims shall be investigated without undue delay but no longer than 30 (thirty) days since receiving all required documentation. The claim investigation period starts from the moment of submitting by the Buyer all required documents and materials (including samples if needed by the Seller), as well as conducting preliminary procedure (inspection of the Buyer's facility if needed by the Seller).

**6.12.** In case a claim is deemed unjustified the Buyer may, on its own and at its own expense, commission an independent accredited laboratory to carry out arbitration testing. Sample collection for the testing has to be carried out in the presence of the Seller's representative. Laboratory testing on samples collected without the participation of the Seller's representative shall be deemed unreliable.

**6.13.** In case of deliveries when transport is arranged by the Buyer, the Seller's workers are entitled to refuse to load the goods in case of stating bad vehicle condition or when the means of transport is unsuitable to carry the goods. The Buyer shall be incurred for any possible repacking, reloading of the goods or for organizing a proper means of transport.

**6.14.** Reporting claims does not release the Buyer from his liabilities of settling payments for the goods in full amount in the prescribed time limit.

**6.15.** In case a claim is justified the Buyer is entitled to return the claimed goods to the Seller and demand new, free of defects goods in a given period of time or to demand a payback for the claimed goods after the claimed goods return to the Seller. In case when the shipment of new goods is impossible or excessively difficult or when the overall costs of the shipment is disproportionately high the Seller shall pay back the amount of the defected goods without the need to receive the defected goods back from the Buyer.

**6.16.** Upon necessity the Seller provides support visit of Seller's technical specialist at Buyer's plant. If such visit is requested by Buyer, the Buyer shall pay a fee of 50 EUR per hour and cover all technical specialist's traveling costs (hotel, flight and other transport etc.). Seller is entitled to request an advance payment prior to such visit. In the event the Seller deems it necessary to have technical specialist's visit at Buyer's plant at Seller's expense, the Buyer is obliged to provide the specialist with the necessary information and access rights.

## **7. Settlement of disputes**

**7.1.** Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be settled in the district court of the Seller's domicile.

**7.2.** GSC apply to all transactions between the parties on the basis of which the Seller sells and the Buyer buys goods and it is subject to Latvian law, excluding the conflict of laws rules and excluding the United Nations Convention on Contracts for the International Sale of Goods (CISG).

## **8. Others**

**8.1.** Parties agree that all invoices are sent to other party in electronic form to the e-mail address indicated in the contract and without a physical signature. The parties agree that an electronic invoice ("**E-invoice**") shall be considered as delivered to the Buyer and the Buyer has received it within 1 (one) business day as of day, when it has been sent to the e-mail address of the Buyer indicated in the contract. The Buyer undertakes to notify the Seller to the e-mail address: sales@polipaks.com, if the e-mail address to which E-invoice should be sent is changed.

**8.2.** Parties agree that shipment documents such as CMR or others that by any reason were not signed at the date of delivery are sent to the Buyer in electronic form to the e-mail address indicated in the contract. The parties agree that such shipment document shall be considered signed on the day of the delivery as specified by the Seller. If the delivery date is not marked on CMR, the Seller specifies the date to the Buyer. If the Buyer does not agree, he corrects the date in the e-mail within 1 (one) business day as of day, when it has been sent to the e-mail address of the Buyer indicated in the contract. The Buyer undertakes to notify the Seller to the e-mail address: sales@polipaks.com, if the e-mail address to which shipping documents should be sent is changed.

**8.3.** In the event that Buyer becomes aware that it will or may undergo an event where (a) any transaction, or series of transactions, that would result in the transfer of at least fifty percent (50%) of the equity interest in it (or of at least fifty percent (50%) of the equity interest in any business entity that owns or controls, directly or indirectly, at least fifty percent (50%) of the equity interest in Buyer ("**Party's Parent**")) to a single transferee or multiple transferees under common control, or (b) any transaction that would result in a Buyer's (or Party's Parent's) merging with one or more other entities ("**Change of Control**"), within the following three months, the Buyer will notify the Seller without delay after it becomes so aware. Together with such notification, the Buyer will supply the Seller with sufficient information to allow the Seller to reasonably assess the impact that such Change of Control may have (a) on Buyer and/or any person or entity that directly or indirectly controls, is controlled by, or is under the common control of the Buyer ("**Affiliate**"), (b) on the Buyer's creditworthiness, and (c) on the Buyer's ability to perform its obligations under the contract.

**8.4.** In the event that Seller concludes in its sole discretion that such Change of Control, if it is implemented:

(a) may result in Buyer and/or its Affiliates being subjected to any fact, matter, event, circumstance, condition or change which materially and adversely affects, or could reasonably be expected to materially and adversely affect, individually or in aggregate, the business, operations, assets, liabilities, condition (whether financial, trading or otherwise), prospects or operating results of it and/or its Affiliates, (b) that the Buyer's creditworthiness may be reduced; and/or (c) that the Buyer's ability to perform its obligations under the contract may be negatively affected, then the Seller may (but is not obliged to) terminate the contract forthwith upon notice to the Buyer. Such termination is without prejudice to the rights and obligations of the parties that have accrued up to and including the date of termination.

**8.5.** The parties shall maintain confidence with respect to business, economical and technical information as well as shall not disclose any of this information to any third party.

**8.6.** Disclosure of any data such as press marketing information or the usage of Seller's trademarks requires prior written consent of the Seller.

**8.7.** Both parties are entitled to be released from liability under the present GSC due to circumstances which prevent the fulfilment of a contract or any other transaction and which are beyond its control, like force majeure, industrial disputes, state of war, fire, embargoes, strikes, shipper delays, pandemics, etc. The Seller holds no responsibility for Buyer's or any agent's activity due to which the realization of a contract is impossible or excessively difficult. If, due to the above circumstances, the contract or transaction cannot meet the delivery deadline, each of the parties may terminate its realization at point where its realization became difficult to fulfil.

## **PURCHASE ORDER**

The order sent to the Seller by the Buyer must be in a written form and contain detailed information on ordered products and other conditions required by the Buyer:

Fields marked with an \* are required:

- **Purchase order No**
- **Seller offer reference number**
- \* **Order date**
- \* **Buyer's name**
- \* **Buyer's contact info (name, e-mail, phone No)**
- \* **Article (product code, description)**
- \* **Material**
- \* **Thickness**
- \* **Sizes (Width/Height/Reel length)**
- \* **Additional info (Core, Colors, Winding direction, packaging, Scan code)**
- \* **Quantity**
- \* **Unit**
- \* **Unit price**
- \* **Total amount**
- \* **Delivery date**
- **Design/order status (current/changes/new)**
- **Design info (identification)**
- \* **Delivery address**
- \* **Invoice address (e-mail)**
- \* **Payment condition (14 days net)**
- \* **Terms of delivery (DAP, EXW)**

## COOPERATION AND LIABILITY MODELS OF PRODUCTION PROCESSES

I. POLIPAKS SIA, registration No. 40003283415, ("**Polipaks**") provides full cycle production process including Artwork adaptation, colour separation (LEN file) and print plates production in-house. If the Buyer insists that any of production processes is performed by himself or any third party including Repro houses ("**Repro company**") the Buyer accepts and is obliged to comply with the respective cooperation model:

1. **Polipaks** – All the preparation of the artwork is done by Polipaks in-house.
2. **One-Up** – Repro company adapts the Artwork taking into account the technical and technological capabilities of Polipaks. All requirements for the finished product must be previously agreed. Print proof and samples provided in advance. Polipaks does the quality check, prepares the layout and produces printing plates.
3. **LEN files** – Repro company provides to Polipaks LEN files (ready files for printing plates production) taking into account the technical and technological capabilities of Polipaks. All requirements for the finished product must be previously agreed. Print proof and samples provided in advance. Polipaks produces the printing plates. In case when during the first startup on the press Repro errors are discovered the job is taken off the press and press downtime cost and costs of reproduction of print plates are charged to the Buyer.
4. **Print plates produced outside Polipaks** – Repro company provides to Polipaks printing plates, taking into account the technical and technological capabilities of Polipaks. All requirements for the finished product must be previously agreed. Print proof and samples provided in advance. In case when during the first start-up on the press Repro errors are discovered the job is taken off the press and press downtime cost is charged to the Buyer. Buyer provides corrected print plates. The Buyer is covering print plate reproduction costs when they wear out.

Cooperation model	Analysis	Adaptation	Approval	Color separation / Print Proof	Layout	Print plate production	Remake of worn out plates
<b>Polipaks</b>	P / B	P	P	P	P	P	P
<b>One-Up</b>	P / B	B	B	B	P	P	P
<b>LEN files</b>	P / B	B	B	B	B	P	P
<b>Print plates produced outside Polipaks</b>	P / B	B	B	B	B	B	B

*B – Buyer; P – Polipaks*

II. When Buyer is obliged to perform any payment under this Annex such payment shall be considered due in 14 day's net from the date of the Polipaks' E-invoice, unless agreed otherwise.

III. In the event the Buyer fails to pay in due time, the Polipaks has the right to demand in writing that the Buyer pays 0,4% (four tenths) percent interest on the total amount delayed for every day of the delay. The interest shall start accruing from the first day of delay.

IV. Regardless of aforementioned rights Polipaks is entitled to suspend performance of any Polipaks' obligations under the purchase-sale contract until Buyer performs his obligations under this Annex. Use of such Polipaks' rights shall not be considered a non-performance and no sanctions can be applied to Polipaks.

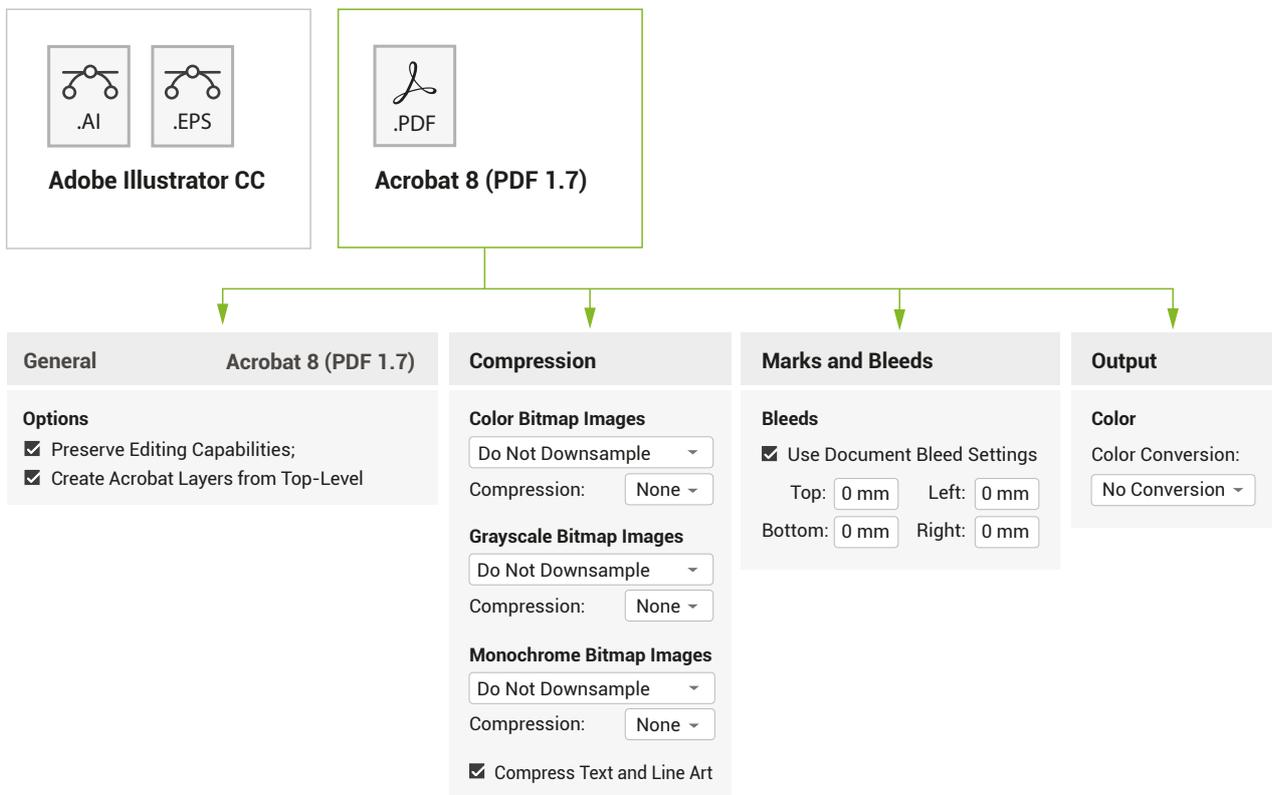
## REQUIREMENTS FOR THE ARTWORK

TECHNICAL SPECIFICATION/ 2021.01./ 4 v.

The following specification is related to graphic files intended for printing in Polipaks production. Its goal is to fulfill the high standards of flexo-print.

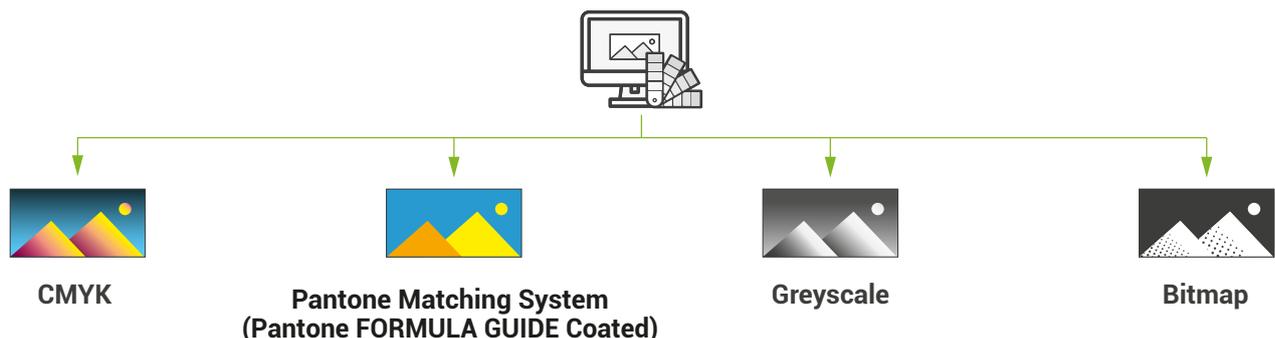
Any deviations from below mentioned requirements must be agreed between customer and Polipaks.

### 1 FILE FORMATS

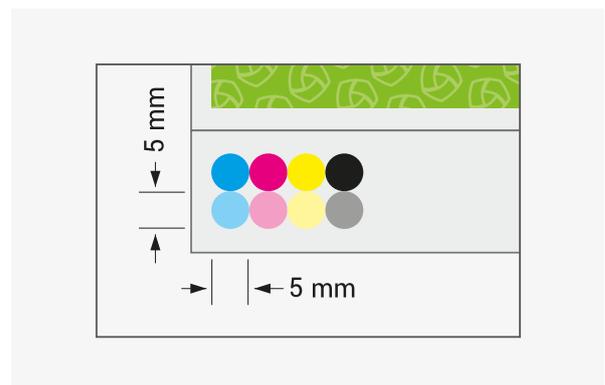


### 2 COLOUR

2.1 Vector and raster graphic files should be provided in the following colour models:



- 2.2** Print press allows printing up to **10 inks**, including technical coatings (white ink, varnish coating);
- 2.3.** The laminator allows application of different coating in register on already preprinted or clear film (**matt** varnish, **anti-slip** varnish, **antifog** coating etc).
- 2.4** Total **ink coverage** – **320%**;
- 2.5** **Gradient fills** must be in tonal range from **3** to **99%**;
- 2.6** Using the opacities and different blending modes (Screen, Multiply, ...) is allowed, except for the use of opacity in the gradient sliders and on Gradient Mesh object (Adobe Illustrator);
- 2.7** Colour tones **less than 8%** and **above 95%** in printing can be reproduced with some deviations from the original layout. For large areas of light tones, it is recommended to enter **special colours (Pantone)**;
- 2.8** If the artwork contains **corporate colours**, please provide us with the **Pantone number** according to "**Pantone**" digital catalogue;
- 2.9** Standard raster slope angles **7,5°; 37,5°; 67,5°; 82,5°**. So, for "**active**" colors the difference between raster slope angles must be **30°**, but for "**non-active**" colors raster slope angle may differ for **15°** (e.g. for yellow color). Overlay of colors that have equal raster slope angle and different lineatures (LPI) is unacceptable;
- 2.10** For **ink control** on printing, it is required to add **control scales** on artwork (round or square elements, which size is about 5 mm). Two elements for each color (100% and 50%):



- 2.11** We will pay attention to the colour profile if it's part of artwork file. For all other cases **ISOcoated\_v2\_eci** will be the main profile which based on the data specification **FOGRA39** and meet the **ISO 12647-2: 2004** standard requirements.

### 3 EAN CODE

3.1 Minimal EAN code size is: **SC0** for **print machine direction** and **SC2** for **print cross-direction**;



3.2 **Contrast** strongly influences readability (we recommend to use black ink on white background);

3.3 **BWR**: 0.04 mm.

### 4 TEXT

#### 4.1 Minimum font size

	Example	Font	Number of Inks	Font Size
positive	Example	Sans-serif, boldface	Single ink	5 pt
	Example	Serif, decorative and thin face	Single ink	9 pt
	Example	Sans-serif, boldface	2-4 inks	7 pt
	Example	Serif, decorative and thin face	2-4 inks	11 pt
negative	Example	Sans-serif, boldface	Single ink	7 pt
	Example	Serif, decorative and thin face	Single ink	10 pt
	Example	Sans-serif, boldface	2-4 inks	12 pt
	Example	Serif, decorative and thin face	2-4 inks	14 pt

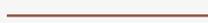
4.2 All fonts must be converted to **Outlines**, including fonts in **Smart Layers** of Photoshop;

**RECOMMENDATION**

In case of changes in the text, it is advisable to send us the fonts used in the layout. This will **speed up the adaptation of the design** to print.

## 5 LINES

### 5.1 Minimum line width

	Example	Number of Inks	Line width
positive		Single ink	0.1 mm
		2-4 inks	0.4 mm
negative		Single ink	0.3 mm
		2-4 inks	0.6 mm

5.2 Lines with the "Hairline" attribute **cannot be used**;

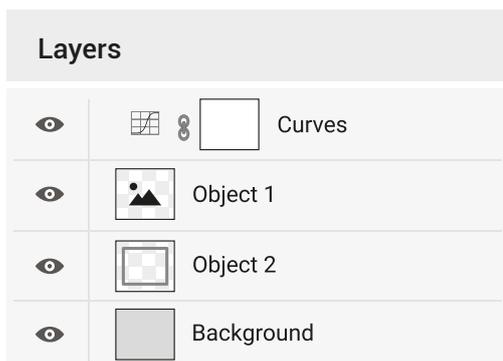
## 6 IMAGES

6.1 **Rotating, scaling and cropping** of images must be performed in **Adobe Photoshop**;

6.2 If the artwork contains **raster images**, they should be attached **separately**:



**PSD files - with layers**



**TIFF files - without compression**



## 7 RESOLUTION

7.1 Resolution for **raster images** is **300 dpi**;

7.2 Resolution for **effects** created in Adobe Illustrator is **600 dpi**;

7.3 Resolution of **line images** (Bitmap) must be between **600** and **1200 dpi**;

## 8 COMPLEX OBJECTS

Complex objects in design should be simplified:

### Brushes

↓

**Flatten Transparency**

Raster/Vector Balance  %

Gradient and Mesh Resolution  ppi

Line Art and Text Resolution  ppi

Convert all Strokes to Outlines

Preserve Overprints and Spot Colours

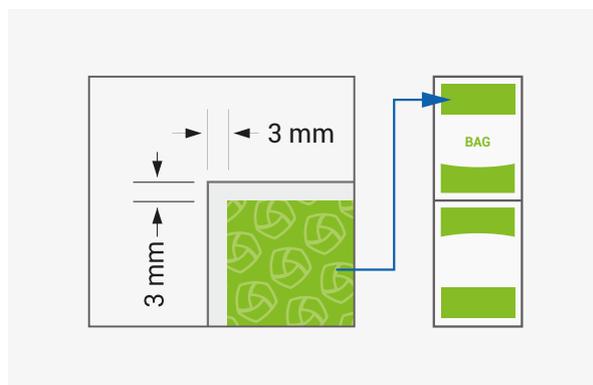
### Appearances

↓

**Expand Appearance**

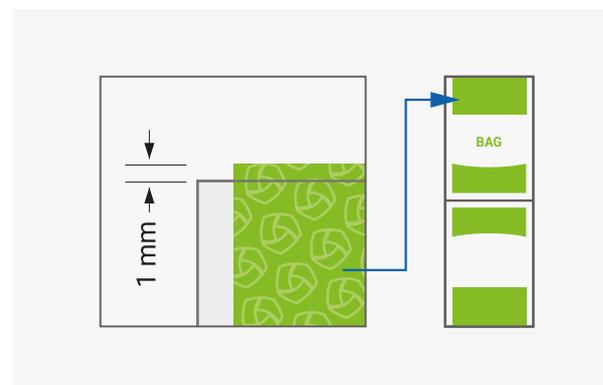
## 9 MARGINS & BLEEDS

### 9.1 Margin



For the "bread packaging"-type products, all printed elements must be placed with the **margin** of not less than **3 mm** from the edges of the bag;

### 9.2 Bleed

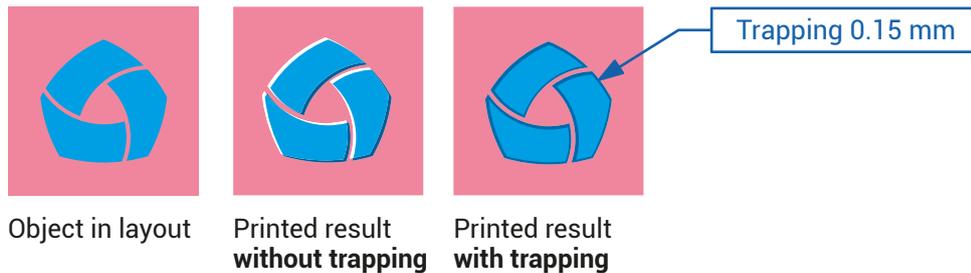


All printed elements, which are printed up to the edges of the product must have **bleed** of **1 mm**;

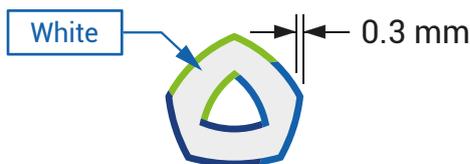
## 10 TRAPPING & PULLBACK

### 10.1 Trapping - 0.15 mm;

It should be considered, that “trapping” **changes the visual perception of design**, especially when using contrasting colours and small objects:

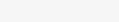


### 10.2 Pullback for white ink is 0.3 mm;



## 11 VARNISH COATING

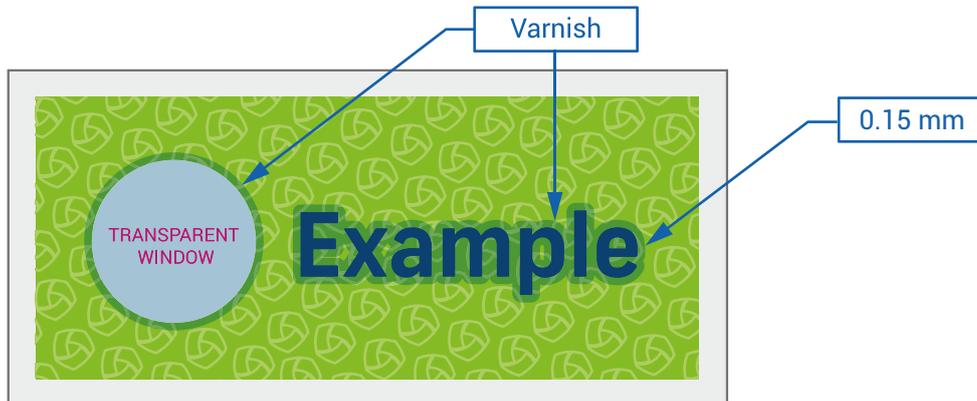
### 11.1 Minimum object sizes:

Example		Object	Matt Varnish	Paper Touch Varnish
positive		Minimum <b>line width</b>	0.4 mm	0.6 mm
	Example	Minimum <b>font size</b> - sans-serif, boldface	12 pt	14 pt
negative		Minimum <b>line width</b>	0.6 mm	0.8 mm
	Example	Minimum <b>font size</b> - sans-serif, boldface	14 pt	16 pt

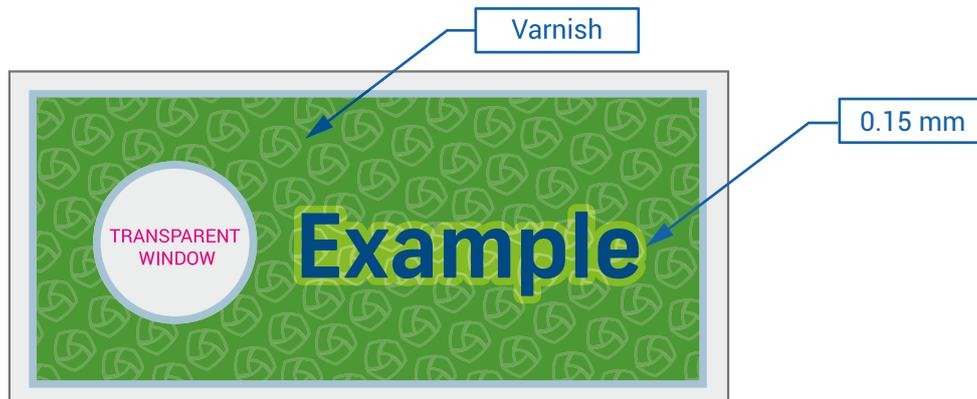
**11.2** The varnish is applied in **one** run (at the same time with other inks) - the varnish is applied **1:1**;

**11.3** Varnish coating is applied in a **separate** (additional) run:

a) **Fragmentary** Varnish coating:



b) Varnish coating on the **background**:



## 12 CLEAR FILE

**12.1** It is recommended to **delete all unused colours, brushes and styles**;

**12.2** Artwork must not contain hidden or non-printable elements.

## NON-STANDARD PRODUCT FORECAST

Customer name \_\_\_\_\_

Date \_\_\_\_\_

Polipaks sales manager \_\_\_\_\_

Customer Article number	Product group*	Structure and combination	Sizes	Forecast 2020 Quantity in kg/psc	Q1	Q2	Q3	Q4	Total

The forecast is referring to product ranges not presented in the Polipaks standard product catalogue.

The forecast is mandatory with the tolerance of deviations +/-20%.

The consumption of planned volumes must be respected at least every six months.

\* Possible product groups:

**BAGS**
*Bottom seal bags*
*Garbage bags*
*Quadseal bag*
*Side seal bags*
*Paper bags*
*Wicket bag*
*Stand up pouch (SUP)*
*Vacuum bags*
*Shopping bag*
*Other*
**REELS**
*Top film*
*Film for lamination*
*Film for flow pack film*
*Film for Bag in Box*
*Film for Doy-packs*
*Collation shrink films*
*Film for wicket bags*
*Hygien film*
*Other*

Customer representative \_\_\_\_\_

Polipaks representative \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_