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**TECHNICAL INFORMATION**

**Workflow**

MHM Publications Limited run a fully digital workflow, using Apple Macintosh

computers running OSX and utilising InDesign, QuarkXPress, Photoshop or Illustrator

**Supplying Artwork Material**

Preferred artwork delivery is by email (40mb limit on attachments) to artwork@mhmp.co.uk

Artwork can be supplied as either:

• Press-ready PDF, prepared to Pass4Press specifications (refer to www.pass4press.com).

• Composite EPS files with fonts converted to Outlines/Curves.

• TIFF files at 300dpi at full size (CMYK).

• JPEG files at 300dpi at full size (CMYK), saved at maximum quality.

• InDesign or QuarkXPress files with linked images.

Images and adverts must have a resolution of 300 dpi and pdf files must have the formats embedded before they’re sent to us.

If your advert is not available in a digital format then we have the facilities to produce it for you, from your own hard copy text. The publishers reserve the right to change, amend and correct any copy artwork submitted to MHM Publications Limited at any time without prior notice. However, if the publishers feel amendments are required then we will make every endeavour to contact the client directly, subject to publishing deadlines.

**Artwork Proofing Procedures**

Once a final proof has been agreed, the client is responsible for checking the proof advert and

emailing us their approval before the advert can appear in MHM.MHM Publications Limited cannot be held liable for misprints/incorrect information once the proof has been approved by the advertiser. MHM Publications Limited retain the copyright of any adverts created by them for clients unless otherwise agreed. MHM Publications Limited reserves the right not to publish any advertisement which does not meet with its approval.

**ADVERTISING TERMS AND CONDITIONS**

**Payment**

All advertisers must agree to honour the terms of their booking and make payment no later than

the terms laid down on the invoice, by any of the methods listed below:

• Cash

• Cheques made payable to ‘MHM Publications Limited’

• On-line E-banking / Bank transfer (BACS / CHAPS)

• Standing order

MHM Publications Limited reserves the right to cancel any order not settled prior to publication.

**Cancellation Policy**

Please note that notice of cancellation of advertising space must be given to the sales team one week prior to the publishing deadline. Clients will incur a full advertising charge if cancellation occurs after this date.

**Contract and Copy Requirements**

All advertisements are accepted and published by MHM Publications Limited upon representation that the advertiser is authorised to publish the entire contents and subject matter thereof. In consideration of MHM Publications Limited’s acceptance of such advertisements for publication, the advertiser will indemnify and hold MHM Publications Limited harmless from and against any loss or expense resulting from claims or suits for libel, violation of right of privacy, plagiarism and copyright infringement.

No copy changes will be accepted without written confirmation. Only the conditions appearing in MHM Publications Limited’s acceptance of advertising orders are binding upon MHM Publications Limited.

**Default**

In the event of any breach by the advertiser, MHM Publications Limited shall be entitled to recover from the advertiser, in addition to all other damages, all costs and expenses including court costs, reasonable legal fees and interest at the maximum rate provided by law.

**Further Information**

Placement of your advert is taken as acceptance of these General Terms and Conditions

Written details of our terms and conditions, the responsibilities of the company and of clients, production schedules, other services and charges are available on request.

**eEdition**

In addition to the magazines, there will be an accompanying e-Edition version of the magazine featured on www.mhmp.co.uk