

JiMi Agency: Memo Pad Information

JiMiAgency.net

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General Information:

- 8x8 cm (~3x3 in)
- Full color with bleed
- Glue adhesive
- Single sided printing

- 50 pages with cover and cardboard backing
- Cover page: 300g paper with prism coating
- Inner pages: 100g paper, no coating
- 50 copies per design

Formatting:

- 300 dpi
 - 86 x 86 mm (working size)
 - 3 mm bleed on all edges
 - CMYK color mode
 - JPEG file type
1. Download the template PSD templates. You can find them under “My Account” Page.
 - a. use for both cover and inner pages
 2. Use and save image as CMYK color mode
 3. Your image dimensions should be 1016 x 1016 Pixels (300 dpi)
 4. Save your final images as JPEG/JPG

** Actual colors may be slightly off due to the differences between RGB monitor display and CMYK printing*

**Please be aware that parts outside the blue guidelines (3mm/edge) will be cropped.*

Submitting images:

1. Images must be formatted correctly (fee is \$5 if we have to change anything!)
2. Label your images in the following format: (use your REAL name)

Cover page: *Yourname_memo_1a*

Inner pages: *Yourname_memo_1b*

example: *JinShim_memo_1a* *JinShim_memo_1b* (*first design*)
JinShim_memo_2a *JinShim_memo_2b* (*second design*)

3. Upload your files. Go to jimiagency.net → **My Account** → **Orders** → click on your current order → and upload design using the **Add file** button.

Frequently Asked Questions:

- *Can the cover and inner pages be the same?*
You have complete control of your memo pad; it's fully customizable. Just make sure you follow our formatting guidelines!
- *Can I make a design for the backing?*
No.
- *What do you mean that the inner pages should have low opacity?*
Since this is a memo pad, it's better for the artwork to be on the background. If it's fully saturated, or with dark colors, writing on it becomes a little troublesome. Hence, we recommend that inner pages should be lighter.
Alternatively, you can make your inner page have bright colors or patterns, and have the back be the writable portion.
Ultimately, design/color/layout is completely your choice.
- *Can I have one order be 25 copies of Design A and 25 copies of Design B?*
No. The way these industrial printing companies work, the minimum is 50+ copies of the **same** design.
- *How are you getting these made?*
We are ordering from a Korean company that uses offset printing. We organize group orders of 48 designs because that's the minimum amount that they'll print.

- *Are these sticky notes?*

No. The pages have no glue on their backs. This memo is the tear-away type.

- *Do I get tracking?*

When you order your products, you will get to chose your shipping options. Standard shipping (available only for packages under 2kg) will take up to 5 weeks with not tracking. CP shipping usually takes 1-2 weeks with tracking. EMS shipping takes around 1 week with tracking.

If you have other questions or concerns, email us at [***jimiagencyinc@gmail.com***](mailto:jimiagencyinc@gmail.com).

