

# PRODUCTION DEPT. MEMO

## WORLD WATER FORUM4 PUBLICATION - COPY INSTRUCTIONS

Messages / advertisements must be supplied in accordance with the following specifications:-

<b>Dimensions:</b>	<b>Double Page:</b>	<b>Single page:</b>	<b>Half page:</b>
Trim size: Type area: Bleed:	276 x 426mm 256 x 406mm 3mm all round	276 x 213mm 256 x 193mm 3mm all round	138 x 213mm 128 x 193mm 3mm all round
<b>FILE FORMAT:</b> Press Optimized pdf (350dpi), with fonts embedded			
<b>PREFERRED DELIVERY METHOD:</b>			
<b>FTP TRANSFER</b>			
1.) Click on the link below:- <a href="ftp://ftp.faircount.co.uk">ftp://ftp.faircount.co.uk</a>			
2.) Enter 'mexico2006' as your username			
3.) Enter the password 'agua' as your password			
4.) Drag and drop your artwork into the folder that appears, giving your folder an appropriate name, e.g. <i>Suez</i>			
<b>** PLEASE BEAR IN MIND THAT THE PUBLICATION IS A DUAL LANGUAGE EDITION WITH <u>ENGLISH AND SPANISH</u> TEXT ALONGSIDE EACH OTHER.</b>			
<b>YOU MAY WISH TO EMPLOY THE SAME FORMAT ON YOUR INSERTION</b>			
<b>By courier/mail:-</b> Faircount Ltd. Production Dept. 5 Ella Mews London NW3 2NH United Kingdom			
<b>Tel: +44 (0)207 428 7000 Fax: +44 (0)207 629 7225 email:c.davidson@faircount.co.uk</b>			
Media: CD/DVD etc.			
<b>ISDN transfers: +44 (0)20 7837 9670</b>			
<b>COPY DEADLINE</b>		<b>10<sup>th</sup> February 2006</b>	