

19 March 2014

Sam Bourne  
Jessamine Cottage  
Gritnam  
Bank  
LYNDHURST  
Hampshire  
SO43 7FD

### Request for Advertisement Copy

Reference Agreement Number 0791. Our Job Number 12032.

Dear Sam Bourne,

Re: Your forthcoming advertisement to appear on the **Huntingdon/St Neots/St Ives (Overmount) Permanently Sited Map**.

I am writing to thank you for advertising with us. The size of your advert is **100X140 (A6)**.

In order that the promotion displaying your advertisement may be completed and distributed on time, we now urgently require your advertisement copy and would be most grateful if you could provide us with this information within the **next fourteen days**. Should you wish to supply finished digital artwork it may be sent to us via e-mail to [studio@atlas-uk.co.uk](mailto:studio@atlas-uk.co.uk). Alternatively, files may be sent on CD to:

Freepost, Media House, Wormingford Road, Fordham, Colchester. CO6 1BR.

We are able to accept images saved as press quality PDF's or image files in tiff, eps or jpeg formats. These files should preferably be 300ppi minimum and in CMYK layers. **Low resolution files used for websites will not reproduce well when printed and will further deteriorate in quality if enlarged.** Files may also be supplied in the following file formats:

Quark XPress version 9 or below  
Adobe Illustrator version 15 (CS5) or below  
Photoshop 12 (CS5) or below  
InDesign version 7.5 (CS5.5)  
Freehand version 11 (MX)

If you are unable to supply print ready artwork, you may send your copy and/or layout as a Microsoft Word file from which we will prepare an advertisement for you.

I trust this information will be of help to you. However, if you have any questions or require further information, please do not hesitate to give me a call and I will be happy to assist you.

Yours sincerely,

Darren Knowles