

# General guidelines for the transfer of digital data.

Please observe this information sheet about data formats, graphics and layout to ensure that your data can be processed smoothly. **The quality of your printed product depends directly on the quality of your data.**

Our products, plates, cups, napkins are flexo printed. Labels are printed in an offset or flexo printing process. **The basic technical information applies for all printing procedures and all products.** If you have any questions when creating your files, please do not hesitate to get in touch with your contact person / clerk in our company who will be happy to help.

## Data formats:

- Avoid the use of Microsoft-Office products such as PowerPoint, Word, or Excel. These programs are not designed as layout programs. We work with **Adobe Illustrator CC (.ai, .eps), Photoshop CC (.psd) and InDesign CC (.indd)**. Please only send us open files with all pictures, graphics and full font faces. **Please always enclose a high-resolution PDF or JPG for control purposes.**

## Image motif, line motifs and spot colours:

- To avoid quality losses, all **image motifs** use must be at least 300 dpi in their original size and be integrated in the layout in a scale of 100 %.
- Pictures must be created in CMYK or grey scales. If there are also **spot colour** elements, please create these on separate levels with precise colour assignment in PANTONE, not in CMYK.
- Please create any line motifs as vector graphics (.ai, .eps), not as a pixel file. Please create the individual elements on single levels.
- Please send us printed products as a colour reference (e.g. napkin, tableclothes etc.) at the start so we can balance the colours. **We require three proof prints with binding colours** in the case of complex motif designs. If no colour references are supplied, we will print based on the colour information in the file as far as possible.

## Fonts:

- We would ask you to always include all fonts used. Also, you can convert the fonts into paths. It is not recommended creating flow text in several colours as this can lead to gauge pin inaccuracies and illegibility. **Minimum font size is pt. 6.** Positive lines > 0.25 pt.; negative lines > 0.5 pt.

## EAN Code:

- If you integrate an EAN code, ensure that the EAN code does not undercut the minimum size of SC0. It must be created in pure black (100 %) and be printed on a white background. It also requires space in front and behind it into which no object may protrude to ensure that the scanner can recognise the code correctly.

## PDF creation:


- If you give us a print PDF as a print file, please bear in mind **that it is not usually possible for us to modify or correct this PDF**. This leads to a very time-consuming process if corrections are necessary because the author needs to carry out the corrections himself and then send us the corrected file again.

## Data transfer:

- Data can be transferred as follows: E-Mail (max. 10 MB), data link for the download e.g. WeTransfer, CD-ROM, DVD-ROM.

## Pressure release and proof-to-print matching:

- To release the print, we usually send you a PDF with the corresponding colour separation. In the case of complex colour motifs, **we create a colour proof (test print matched to the plate print material for control purposes**. After the print release, we need about **six weeks until production**.
- The **plate needs to be printed first** to match the various printed products to each other. This acts as a colour template for cups, napkins etc. Please bear this in mind in your schedule.
- It is always possible for you, as a customer, to carry out the **print balancing on the machine** yourself if you want. Simply contact your contact person / clerk in our company.

 <b>HOSTI GmbH</b> Emil-Stickel-Straße 6 · 74829 Pfedelbach Tel. 07941-6092-0 · www.hosti.de	Product General data transfer	Date 10.12.2025
	Motif name English	Head of marketing Ramona Stickel
	Attachment format	Operator Yvonne Reuß
	<input type="checkbox"/> Marketing <input type="checkbox"/> Sales <input type="checkbox"/> Client	

# Your checklist for transferring data to us

## Data transfer via

- ☐ E-Mail or
- ☐ Download link, We Transfer or
- ☐ Data carrier, CD-ROM, DVD ROM

## Formats

- ☐ InDesign .indd (CC) or
- ☐ Illustrator .ai, .eps (CC) or
- ☐ Photoshop, psd (CC)
  
- ☐ PDF high-resolution for checking or
- ☐ JPG high-resolution for checking

## Layout


- ☐ Have all used page elements like texts, pictures and graphics and the original fonts that were used been enclosed?  
(Caution: Licenses may not be breached.)

## Colours

- ☐ Have the pictures been created in CMYK / black & white version with 300 dpi?
- ☐ Have the spot colours been created in PANTONE C with a corresponding designation?

## Colourreference

- ☐ Have colour-binding proof prints been sent in triplicate or
- ☐ Have original samples of other products been sent for coordinating the colour?

 <b>HOSTI GmbH</b> Emil-Stickel-Straße 6 · 74629 Pfedelbach Tel. 07941-6092-0 · www.hosti.de	Product Checklist	Date 10.12.2025
	Motif name English	Head of marketing Ramona Stickel
	Attachment format	Operator Yvonne Reuß
	<input type="checkbox"/> Marketing <input type="checkbox"/> Sales <input type="checkbox"/> Client	

# Standard requirements of paper plates ø 23 cm

Plate 23cm edge A + B

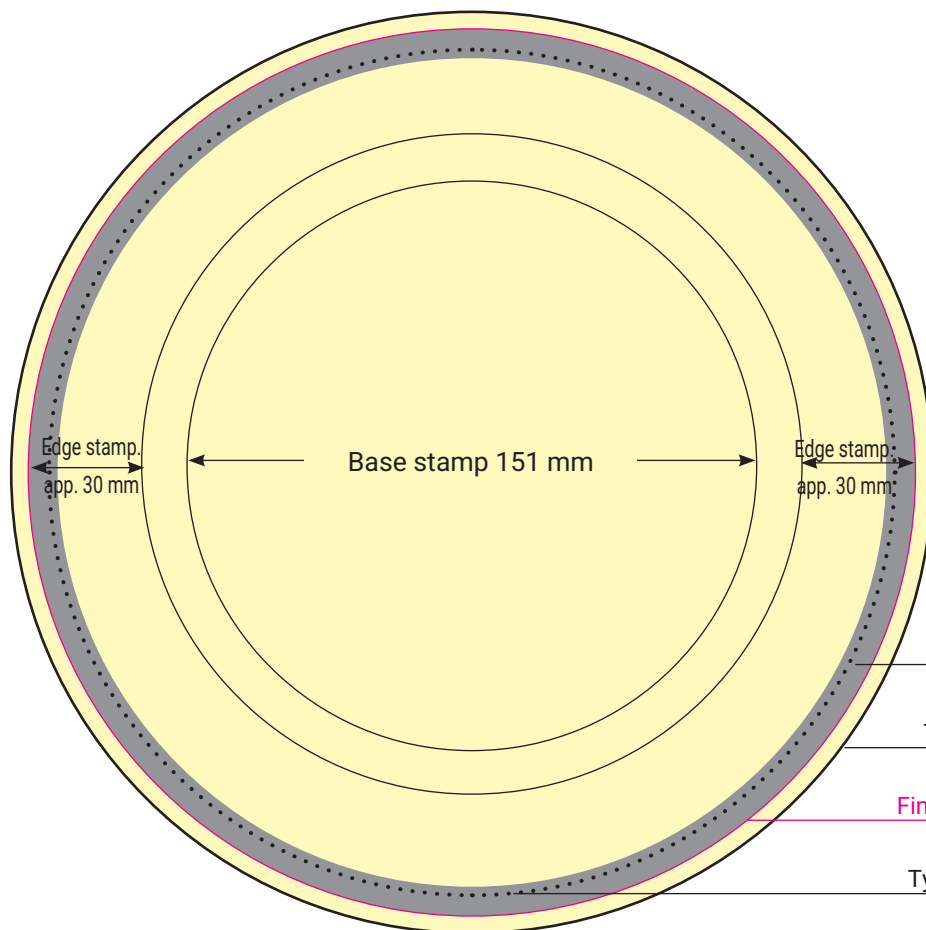
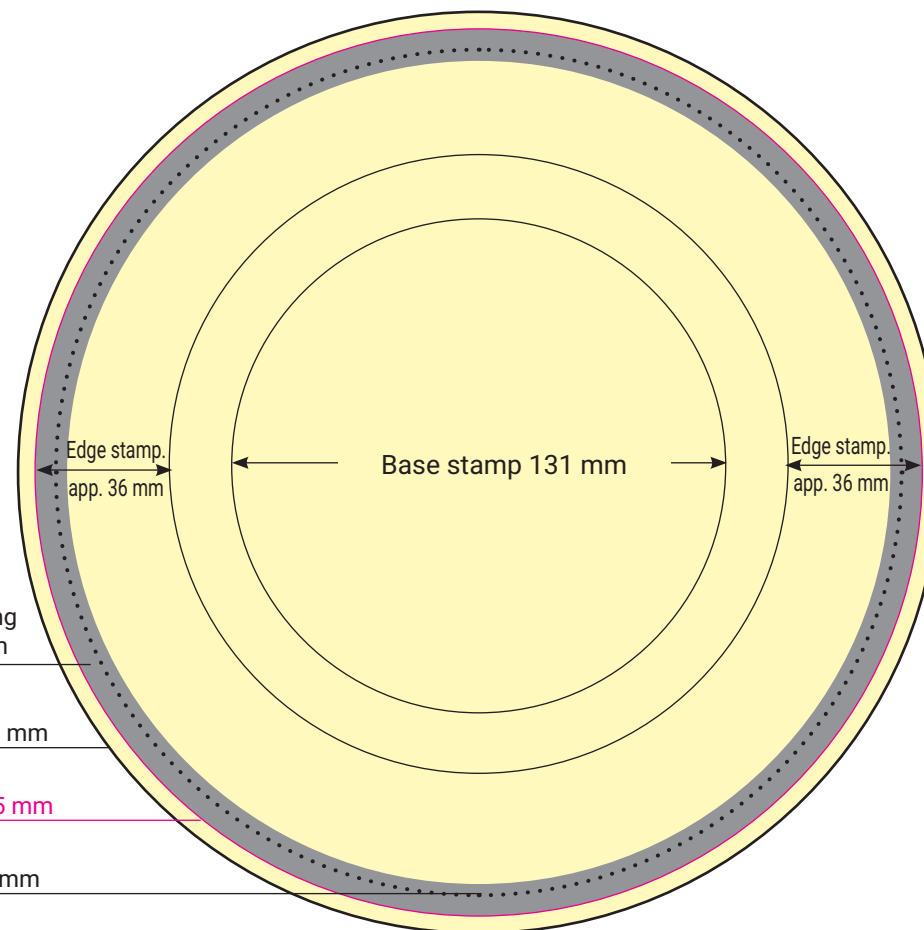
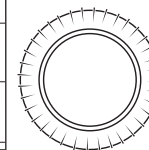


Plate 23cm edge C + D

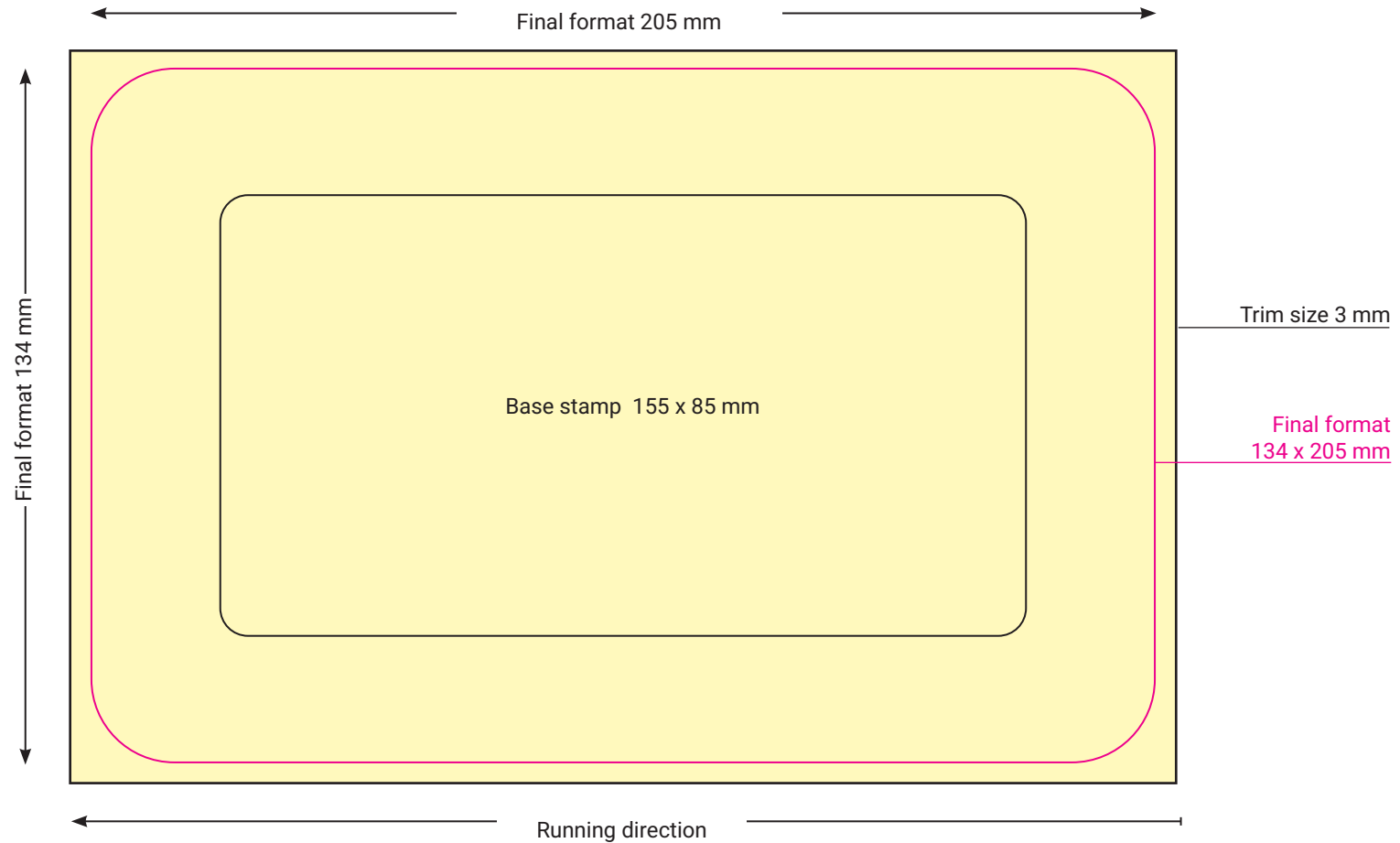


**Technical information:** Final format ø 235 mm, trim size ø 244 mm. If you want to print an all-round edge, it should be at least 7 mm thick. Up to 6 print colours are possible. If you have any questions about your plate, please get in touch with your contact person / clerk in our company.

<b>HOSTi</b> HOSTi GmbH Emil-Stickel-Strasse 6 · 74629 Pfedelbach Tel. 07941-6092-0 · www.hosti.de	Product	Date
	Paper plate - Attachment 1	10.12.2025
	Motif name	Head of marketing
	English	Ramona Stickel
	Attachment format	Operator
		Yvonne Reuß
<input type="checkbox"/> Marketing	<input type="checkbox"/> Sales	<input type="checkbox"/> Client



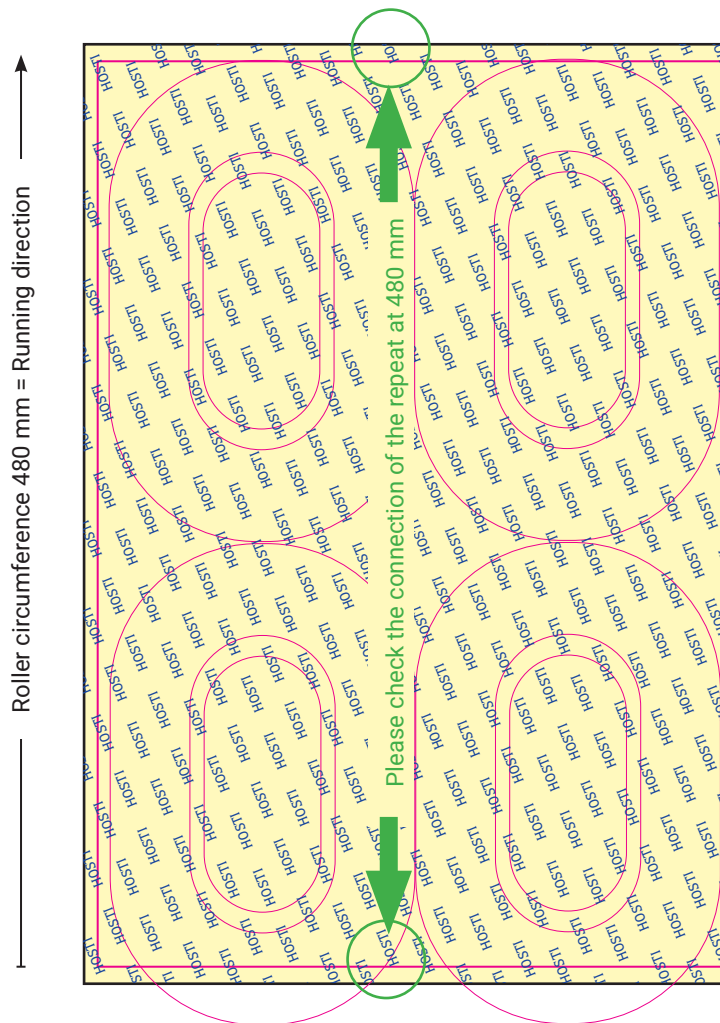
# Standard requirements for paper plates 13 x 20 cm



**Technical information:** Final format 134 x 205 mm plus 3 mm trim size all-round. Up to 6 print colours are possible. Scatter print is possible. A design embossing can be positioned (max. 145.5 x 75 mm). If you have any questions about your plate, please get in touch with your contact person / clerk in our company.

<b>HOSTi</b> HOSTi GmbH Emil-Stickel-Straße 6 · 74629 Pfedelbach Tel. 07941-6092-0 · www.hosti.de	Product	Date	
	Paper plate square - Attachment 2	10.12.2025	
	Motif name	Head of marketing	
	English	Ramona Stickel	
	Attachment format	Operator	
		Yvonne Reuß	
<input type="checkbox"/> Marketing	<input type="checkbox"/> Sales	<input type="checkbox"/> Client	

# Standard requirements for scatter print motifs



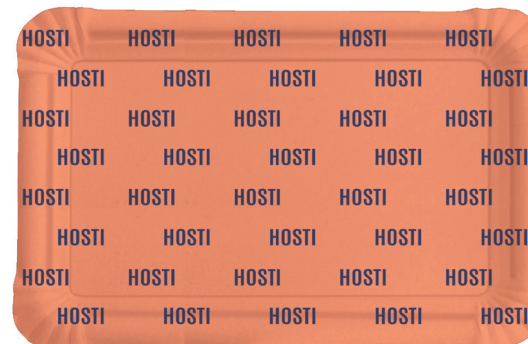
## Technical information:

Scatter print or continuous print is a repeated pattern, e.g. your company logo or slogan etc. The print cannot always be positioned identically, instead they vary depending on the cut. In principle, all our products can be printed with scatter print; however, our bowls and square plates are always printed with a scatter print.

Please create a file with format of 50 cm high and 50 cm wide with the required scatter pattern. Up to 6 print colours are possible.

**Important:** The scatter print is distributed across the entire print surface. However, the repeat must close all round (see picture). Please ensure that the repeat is joined at a height of 480 mm as shown here in the P18 paper bowl example.

If you have any questions about your plate or bowl, please get in touch with your contact person / clerk in our company.



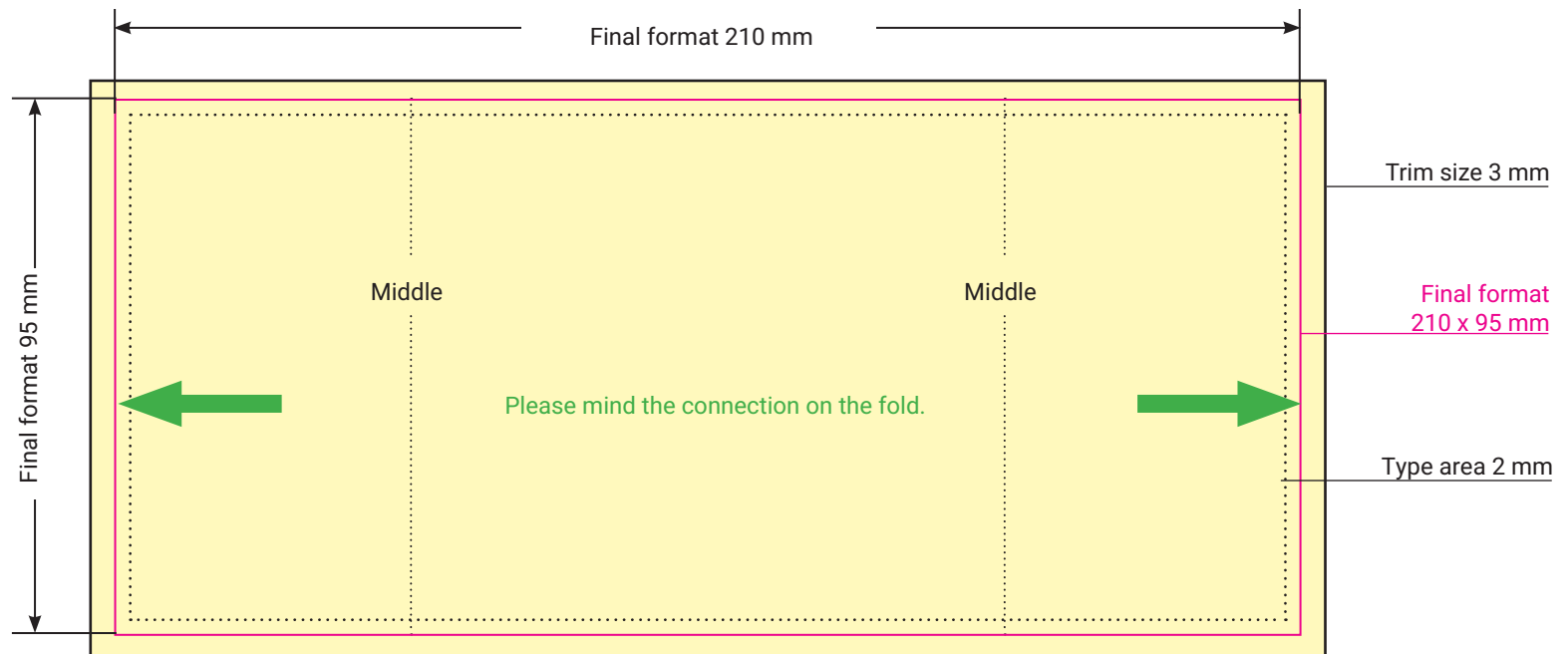
Example of a scatter print motif on a paper plate 13 x 20 cm.



Example of a scatter print motif on an oval paper bowl.


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	Paper bowls, etc. - Attachment 3	10.12.2025	
	Motif name	Head of marketing	
	English	Ramona Stickel	
	Attachment format	Operator	
		Yvonne Reuß	
<input type="checkbox"/> Marketing	<input type="checkbox"/> Sales	<input type="checkbox"/> Client	

# Standard requirements for paper cups 0,2 l

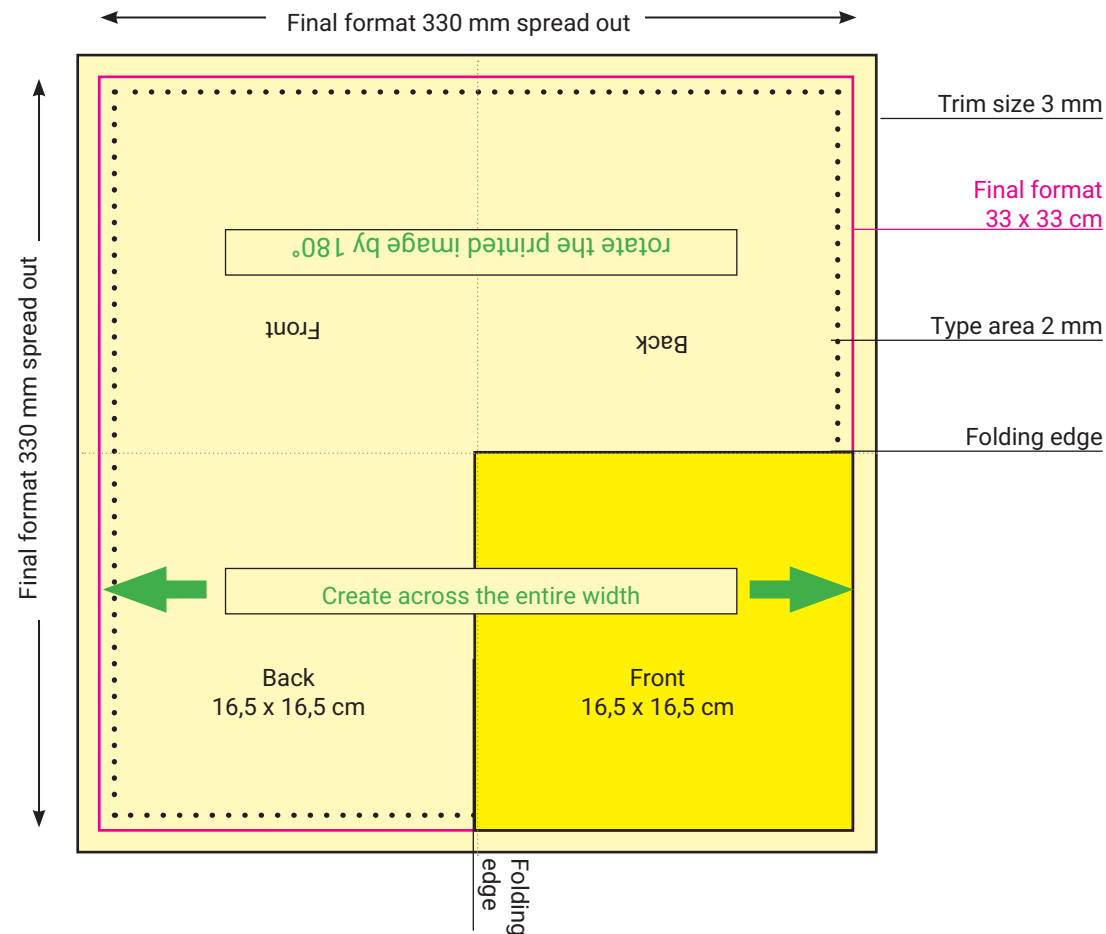


## Technical information:

Final format 210 mm wide x 95 mm high plus 3 mm trim all-round. Please create a rectangular motif. The graphics department will transfer this motif into a curved form. Please place the front side and reverse side in the middle. Please keep the connection and repeat in mind. Up to 5 print colours are possible. If you have any questions about your cup, please get in touch with your contact person / clerk in our company.

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	Paper cups - Attachment 4	10.12.2025	
	Motif name	Head of marketing	
	English	Ramona Stickel	
	Attachment format	Operator	
		Yvonne Reuß	
<input type="checkbox"/> Marketing	<input type="checkbox"/> Sales	<input type="checkbox"/> Client	

# Standard requirements for napkins 33 x 33 cm

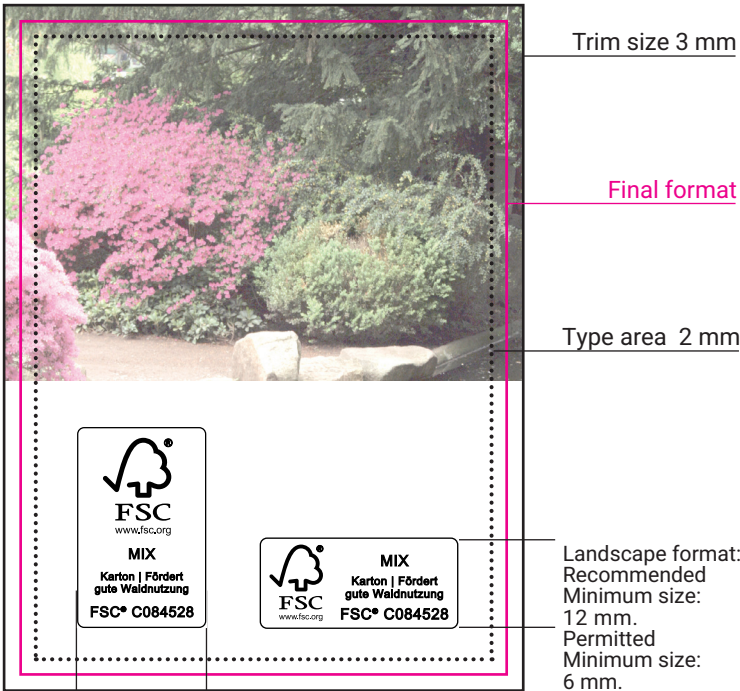


## Technical information:

Final format 33 x 33 cm plus 3 mm trim all-round. Please create the motif in the format 33 x 16.5 cm and then rotate the printed image by 180° around the central axis. Up to 6 colours are possible. If you have any questions about your napkin, please get in touch with your contact person / clerk in our company.

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	Napkins - Attachment 5	10.12.2025	
	Motif name	Head of marketing	
	English	Ramona Stickel	
	Attachment format	Operator	
		Yvonne Reuß	
<input type="checkbox"/> Marketing	<input type="checkbox"/> Sales	<input type="checkbox"/> Client	

# Standard requirements for labels



Portrait format:  
Recommended  
Minimum size:  
17 mm.  
Permitted  
Minimum size:  
9 mm.

Trim size 3 mm

Final format

Type area 2 mm

Landscape format:  
Recommended  
Minimum size:  
12 mm.  
Permitted  
Minimum size:  
6 mm.

## Technical information:

Please define a trim of 3 mm on all sides. There may be deviations in the final cutting. Therefore, place any texts, shapes and pictures that may not be cut at least 2 mm away from the edge (type area).

## FSC®-Logo:

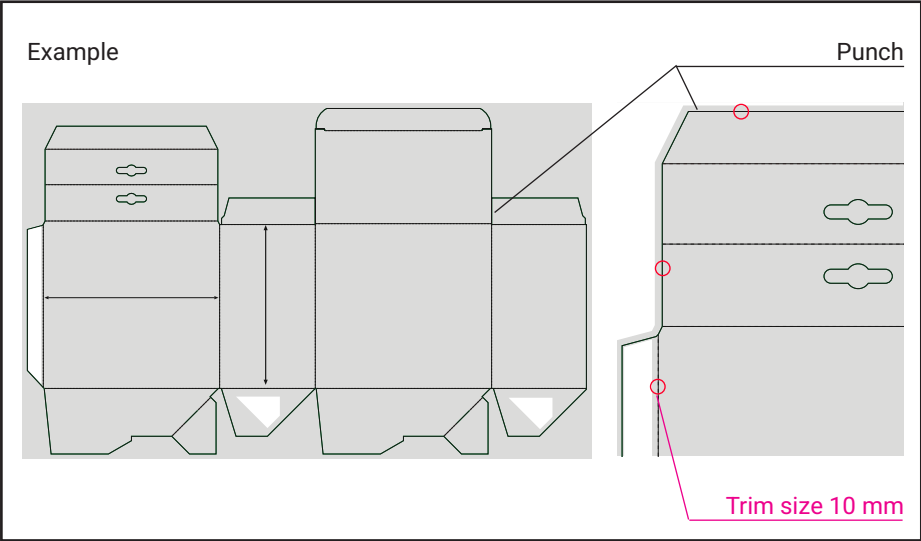
Your FSC® logo should be in 100 % black and be positioned on a white background.

We will be happy to help if you have any questions about creating your label. If you need help with respect to the **release by the responsible FSC® certification body**, please get in touch with your contact person / clerk in our company.

<b>HOSTI</b> HOSTI GmbH Emil-Stickel-Straße 6 · 74629 Pfedelbach Tel. 07941-6092-0 · www.hosti.de	Product	Date
	Labels - Attachment 6	10.12.2025
	Motif name	Head of marketing
	English	Ramona Stickel
	Attachment format	Operator
		Yvonne Reuß
<input type="checkbox"/> Marketing	<input type="checkbox"/> Sales	<input type="checkbox"/> Client



# Standard requirements for boxes



## Technical information:

Please observe the following information additionally to our 'General guidelines for the transfer of digital data':

The profile that is binding for the punching also needs to be in the scale 1:1 to create the layout. To this end a special colour with the designation 'punch' must be created. This must be set to over-printing.

Minimum font size is 6 pt positive and 8 pt negative on a surface. Positive lines > 0.25 pt (0.1 mm); negative lines > 0.45 pt (0.15 mm). Elements in black (e.g. EAN code) must be created in **pure black** (100%) . Black surfaces however can be backed with 40 % cyan to create a saturated black.

## FSC®-Logo:

If you want your box in FSC® quality, simply create a corresponding **empty field in your layout**. The FSC® logo is then added by the box printing company. The box printing company also carries out the release with the responsible FSC®- certification office.

If you have any questions about your boxes, please get in touch with your contact person / clerk in our company.

<b>HOSTI</b> HOSTI GmbH Emil-Stickel-Straße 6 · 74629 Pfedelbach Tel. 07941-6092-0 · www.hosti.de	Product	Date
	Boxes - Attachment 7	10.12.2025
	Motif name	Head of marketing
	English	Ramona Stickel
	Attachment format	Operator
		Yvonne Reuß
<input checked="" type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Client