

**Hassall & Lucking Limited**  
**Notes on digital orienteering map printing.**  
**(Version 4)**

***Types of file***

We can print from OCAD, Open Orienteering Mapper, Purple Pen, Condes, pdf or eps files. We can print from other types of file as well, but contact Mick first.

In general we do not like to print from eps or pdf files because there is nothing we can do if any corrections are required. Also our digital printer tends to need slight changes to the OCAD colour table to get the colours close to the IOF recommended shades. Mick usually does these changes if required. As a result we prefer to receive the OCAD map file and the planning files for the event.

***Map sizes***

Our prices for digital printing are either for "A4" maps or for "A3" maps. The maximum image size to count as an "A4" map is 213mm x 308mm. If the image size is larger than this we will charge for an "A3" map (which is usually double the price for an "A4" map). The maximum image size to count as an "A3" map is 310mm x 440mm. We can print maps longer than 440mm (at a price) but the 310mm is non-negotiable because that is the width of the printer.

***Loose descriptions***

We can also print loose description sheets where we extract the description sheets from the planning files. Unless instructed otherwise we will print these on waterproof paper and glue them into pads. If you have a system where description sheets are hung on a board so they need holes at the top please tell us at an early stage so we leave enough room at the top of the sheets to drill the hole.

***Timescales***

Please do not wait until you know how many maps you require before sending the files to us. Much of our time is spent setting up the files for printing. It is helpful if you send the files to us when they are ready and then tell us the number required at a later date. As a general rule we like to have the files 10 days before the event and the numbers to be printed 7 days before the event.

***Don't forget***

When ordering the maps please consider whether you need blank maps for the start lanes and any "All controls" maps for event officials.

***Delivery***

If your maps are printed less than 7 days before the event we usually deliver them to you using our next-day courier, APC. APC will not deliver the maps unless there is someone in to receive them so it is preferable to deliver to someone's workplace. If that is not possible someone will have to stay in at home. The usual next day delivery is any time before 17.00hrs and we cannot tell you when the parcel will be delivered during the day. For an extra £5.00 per delivery we can arrange for the parcel(s) to be delivered any time next day before 13.00hrs. We will liaise with you as to which day you want the maps delivered. We strongly recommend that you arrange to receive the maps at least three days before your event, particularly if it is on a Sunday. Things can go wrong with deliveries and if you ring us on a Friday saying your maps have not arrived for an event on Sunday there is almost nothing we can do.

Mick Lucking  
8th October 2021

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