

# Project Check List

Use the checklist below to help to eliminate any unnecessary prep charges and printing delays.

## Size:

- Are the flat and folded sizes correct?
- Are the images sized and cropped correctly?

## Artwork:

- Are there any upside-down or flopped images?
- Does each image have it's proper caption?
- Are your images set to 300dpi?
- Are your color images in CMYK mode? (RGB & Index colors should **not** be used)
- Are the edges of text and images smooth?

## Copy:

- Are there any spelling errors?
- Check the final proof against your last set of proofs to ensure the final corrections were made.
- Are there any missing characters, bad line breaks, or broken type?
- Are the company names, numbers, addresses, correct?
- Are the page numbers on the content pages correct to the story pages?
- If being perfect-bound:
  - Is the spine the correct size?
  - Is the type on the spine in the correct location?
- Are all of the fonts correct?
- Does your project have bleeds and do you have those included in your design?
- Are all bleeds the correct amount? (we use .125" or 1/8" as our standard)
- Have you converted your fonts to outlines or included them with your document?
- Are all of the links in your document up to date and have you included them with your document and fonts?

## Color Breaks:

- Is your project using Spot Colors and have you specified the Pantone numbers?
- Have you indicated where the spot colors will be printed?
- Is all copy in the correct color?
- Do all the images trap (does any paper show where two colors should touch)?
- Are all images that require special finishing shown, such as perforation lines, varnishing, embossing etc.?

## Folding:

- Are all the pages in the correct order?
- Do the folios back each other up correctly and appear in the correct position from page to page?
- Do all the cross-overs line up?

## Binding:

- If perfect-bound: is the spine the correct thickness?
- If perfect bound or coil bound: is the gutter wide enough to accommodate the amount of space lost in binding?
- Are any necessary holes to be drilled marked and in the correct size and position?

## Finishing:

- Is the proper finishing technique indicated for each of the images?
- Have you specified any additional finishing required? (i.e. foil, die cut, score, perf, numbering, drilling, laminating)
- Is any image that is not supposed to print marked "FPO-Does Not Print"?
- Did you include packaging requirements and delivery instructions?

## Additionally:

- Circle all the imperfections on proofs.
- Check that the crop marks, trim guides and registration marks are not in the image area.

## Double Check your Work

- Spell check all documents one final time
- Make sure all placed files are properly linked