

CHECKLIST FOR FILES

GENERAL

- Is the document the right size?
- Are there at least 1/8" bleeds?
- Did you spell check?

IMAGE FORMAT

- Are all images in at 100% *(for some printers)
- Are all images CMYK (if the job is CMYK)
- Are all Images in correct format (tiff or eps) **no jpgs or gifs

COLORS (SPOT & PROCESS)

- Are Duotones using the correct PMS color
- If Job is 3 color or less are the colors converted to spot
- If job is 4 or more colors are the colors converted to process
- Are all unused colors deleted

FONT S

- Are printer and screen fonts collected
- Are the fonts working (no broken or fuzzy fonts)

ITEMS TO PRINTER

- Are separations printed?
- Do you have a mock up of the design?
- Do you have a full color printout
- Do you have a marked up print out (font and image location)