

PRINT CHECKLIST

JOB # or NAME:

ADMINISTRATION

	Client Sign-Off (Email Included In Your Filing System With Job & Email Printed)	
	Check Print Job Has Been Quoted And Quote On Hand	
	Client Approval Of Quote On Hand	
	Job Matches Print Quote Specifications	
	Job Matches Specifications Given To Client	
	Dummy Made	
	Delivery Method Organised	
	Package Job	

THE PRINTED PAGE

	Size	
	Registration Marks & Fold Marks	
	InDesign Preflight	

LINKS

	High-Res Images	
	Final Version (Photo Manipulations) In Place	
	All Files Are CMYK Or Greyscale	
	All Files Are In Links Folder	
	All Fonts Included	
	No Files Need To Be Updated In InDesign	

COLOUR & MISCELLANEOUS

	Job Is In Correct Colour Mode (CMYK, Spot)	
	Speciality Inks Are In A Spot Colour And Clearly Marked (See Job Ticket And Quote)	
	Black Body Text Is Over Printing	
	Ink Limit (For Lighter Stocks And Newsprint)	
	At Least 3mm Bleed On All Edges, On All Pages	
	Spell Check	

PDF

	Generate PDF Using PDF Presets From Print House Or Your Own	
	Check PDF, Page By Page	
	PDF Includes Crop Marks, Bleed And Fold Marks	
	Spot Colours Intact	
	PDF Has File Name Included In Slug	
	Check Font Tab	

FINALISATION

	File Structure	
	Backup	
	DVD/CD Burnt And Verified	
	Job Ticket Filled Out and Attached To Mockup/CD/DVD	
	File Transferred To Printer (CD/DVD, FTP)	
	Printer Emailed With Notification	
	Mock-Up Sent To Printer	
	Files Organised & Filed (Digital And Printed)	

SIGN & DATE

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