

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)	