



Your name _____
Your company name _____
Phone number _____
Email _____
Client name (if different): _____

Brief Job Description: _____

Inks: _____
Paper: _____
Page count: _____
Bindery/Die cuts necessary? _____
Platform used (PC or Mac): _____
Program & version used: (eg, Quark 6.5) _____
Name of file: _____

Prepress Checklist

Date submitted:
Requested delivery date:

- Spelling: A final spell check was done and there are no misspelled words.
- The only colors in the file are those to be printed.
- PMS colors are defined as spot colors and process colors are separated to CMYK.
- PMS colors are defined identically throughout all imported graphics files.
- Bleed: A 1/8" bleed is built into the document, if necessary.
- All imported images are the proper resolution for the required press linescreen.
- All imported images are built in the correct colorspace for separations, eg. CMYK, not RGB, or duotones/monotones are in the correct spot colors.
- All imported images are in the proper format for printing (TIF or EPS, not GIF or JPEG)
- There are no fonts in your imported images. All fonts have been converted to outlines in illustrator or rasterized in photoshop.
- Any italics or bolds are defined in the actual font, not by the software program.
- Both printer and screen fonts are included in package for printer.
- A "collect for output" has been done and the file with all fonts, graphics, and images are neatly organized and labeled for the printer.
- Composite laser prints (color if possible) have been output and included for the printer. If job includes bindery or complicated die cuts, a mockup of the final piece is included.
- Color separated lasers correspond with composite.
- A disk directory has been printed, and files to output highlighted.