

PRE-PRODUCTION CHECKLIST

Mark these dates in your planning:

- Have you confirmed the type of paper you want and see samples?

- When does the printer need the files and artwork?

- Does the printer need it delivered in a specific software program?

- Should it be sent electronically, or on a digital media?

- Your typography is beautiful but does the printer have all the fonts necessary?

- Are your images high-resolution for printing?

- Does the print work need to be varnished, or laminated?

- Does the schedule allow for any finishing (embossing, laminating, packaging etc)?

- Does it have to match an existing piece?

- Are there any elements of the design that may cause problems, e.g. translations or printing a CMYK colour on PMS background?

Name of Printer:

Contact Person:

Mobile number:

