

pre-press output form / checklist

Palumbo Associates Inc.

client information: _____

company name: _____
job number: _____
date: _____
phone number: _____
contact name: _____

file information: _____

file name: _____
of pages: _____
flat trim size: _____
bleed amount: _____
final size: _____
spot colors: _____

proof required: _____

e-proof
printed proof
qty. of proofs
ship proofs to: _____

materials sent via: _____

disk (cd / dvd)
email
ftp
previous job: _____

file preparation: _____

files are created to trim size
bleed is at minimum 1/4" outside trim size
spell check has been performed
text formatting has been checked
*-make sure all text is consistent;
all headlines are the same, etc.*
all elements of design are placed exactly
-not "eyeballed" into position
all colors have been checked for consistency
-all colors intended to be a specific color are that color
color setting is correct for printing method
-please see digital guidelines for reference
unnecessary elements are removed from document
- "cover-up boxes", hidden objects
simplify vector artwork
*-use pathfinder options to make vector objects
as simple as possible*

images: _____

images are high res
*-minimum of 100 dpi at final size
-please see "DPI DIRECTIONS" for reference*
images linked to files are placed in a folder on disk
images are correct color setting for printing method
-please see "DIGITAL GUIDELINES" for reference
there are no missing placed images or files

fonts: _____

all fonts used in file are included on disk
fonts do not use applications bold, italic, outline option

other notes: _____

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