

## Bookwork Checklist

Date: \_\_\_\_ / \_\_\_\_

Book layout difficult to explain? draw us a picture...

Check Seps on screen, number of cols _____	Checked <input type="checkbox"/>	
Col list _____	Checked <input type="checkbox"/>	
Check File size _____ x _____	Checked <input type="checkbox"/>	
Number of pages _____	Checked <input type="checkbox"/>	
Self cover or Plus cover _____	Checked <input type="checkbox"/>	
Terminology and pagination correct? _____	Checked <input type="checkbox"/>	
Cover printed one or 2 sides? _____	Checked <input type="checkbox"/>	
Are text and cover supplied separately? _____	Checked <input type="checkbox"/>	
If text and cover are supplied in the same file, check if blank inside front and back covers have been included or do we need to add blank pages?		
Are pages numbered?		
Are folios left and right facing on the correct pages? (Remember to take into account blank inside front covers)		
<b>How is the book going to be finished?:</b>		
<b>Perfect Bind:</b> Pages must be multiple of 2. Avoid matchovers. When calculating spine width ask production to advise stock thickness for approved number of pages. Try to avoid different colour on spine if possible.		
<b>If there is text on the spine, text - position will be critical.</b> Think how this will affect the way objects towards the foredge bleed off the cover. Minimum thickness of spine to feature text will be 6mm Text must be sufficiently small to have 1.5mm cover clearance each side. eg 6mm minimum spine text maximum height = 3mm approx		
Cracking across spine - especially for digital prints on heavier stocks try to avoid solids running across the spine. If there are solids across spine? Do we need to laminate and/or crease to avoid cracking?		
<b>Saddle stitched:</b> Pages must be multiple of 4. Avoid matchovers except for centre spread / cover. Maximum number of pages for saddle stitching 80 leaves		
If the booklet has more than 40 leaves: are there object in the face margin of the file (ie folios, thin borders which will be affected by creep)? This may require consultation between design and production.		
<b>Spiral/Wiro/Comb Binding:</b> The thickness of the booklet will determine the size of the coil/wire that will be used. Is there enough space at the spine to accommodate? eg 8mm coil will require minimum 8mm at the spine, 30mm coil will require minimum 10mm		
<b>Coil and Spiral Binding: matchovers not possible - pages will "step up" when turned</b>		
<b>Hard Cover Binding:</b> Cover print will need to have enough bleed to wrap completely around the hard cover - best to leave at least 25mm. Communicate with bookbinder and leave cover sheets untrimmed. Consider are endpapers to be printed? Lead pages?		
<b>Quarter Bound Books:</b> leave MINIMUM 17mm to perf. 20mm if possible. Does size on job bag mean finished size including binding margin - or is binding margin included in the finished size. If job bag does not specifically state "including binding margin" or "plus binding margin" please contact production and ask.		
<b>Mock up: Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>Notes</b> _____		