

Pre-Flight Checklist

Spell Check completed: Yes N/A Date: ____/____/____

Separations/number of colours: _____ Correct to bag

Colour list: _____ Correct to bag

File size: _____ x _____ Correct to bag

Number of pages: _____ Correct to bag

Is type 100% Black: Yes No *If no, explain:* _____ N/A

Are formes and/or varnishes overprinting and in spot colours: Yes N/A

2 sided print - are formes backing up correctly? _____ Yes N/A

Bookwork - refer to separate checklist _____ Yes N/A

Mock-up supplied: Yes No Notes _____

Check file format and colour (CMYK, spot or greyscale) of linked images: Yes N/A

If applicable, open embedded images and save correctly: Yes N/A

Do blacks need closer inspection? e.g. shiners, rich, screened, etc.
Explain: _____ N/A

Check for problems with colour inconsistencies, joins and gradient smoothness
(shows up best in seps) *Explain:* _____ N/A

Any unprintables? e.g. small serif type, bad contrasts (80% black type on 100% black panel), fuzzy type, etc. *Explain:* _____ N/A

If files supplied are a PDF, check resolution by eye when zoomed in.

File required: HiRes PDF HiRes, fonts outlined
 Web LoRes PDF Other _____

Trims / bleed required on Final File: Yes No

Once Final File is produced, check steps 2-7 again. Yes