Printing Checklist Form

☐ Check briefing form that all specifications have been followed

☐ Check colours (CMYK if print, RBG if digital)

☐ Create print layout - Include live area, bleed area, trim lines and crop marks

☐ Make a decition about type of black to use if there is black colour used in the design

☐ Make sure that fonts are imbedded in print ready PDF

☐ Check that no files are incomplete or corrupt

☐ Proof read text

☐ Remove unused colors

☐ Check that image resolution is correct (300 dpi)

☐ Make sure to collect all fonts, links and images when packaging file for printing

☐ If using sport colours, remember to specify them

☐ Make sure lines/rules are 1/2pt or more

☐ Check print-ready PDF that everything looks right