Preflight Check List

Customer Name	
Customer Contact	
Operating System	☐ Mac ☐ PC
Name of Document(s)	
Document Size(s)	
Trim Size	
# of Pages in Document	
Laser Copies Provided	☐ Yes ☐ No (hard copy helps us make sure eveything is where you expect it)
Applications Used[3]	☐ Adobe InDesign ☐ Adobe Illustrator ☐ Adobe Photoshop ☐ PDF[2] ☐ QuarkXpress (Must send PDF) ☐ Microsoft Word[1] ☐ Publisher[1] ☐ PowerPoint[1]
Fonts In Document[1] Most professional layout programs have a collection features to gather your fonts for you.	
Colors Used RGB files must be converted before submission	☐ CMYK ☐ 1 Spot ☐ 2 Spots ☐ Other (list)_____ _____
Images and Artwork	☐ RGB Converted to CMYK (if not color shifting will occur) ☐ CMYK Images at 300 dpi or better ☐ Greyscale Images at 300 dpi or better ☐ Line Art / Line Drawings at 1200 dpi or better Images extracted from websites cannot be enhanced and will be low-res
Job Bleeds	☐ Yes ☐ No
Separations	☐ Color separations checked and reviewed before the document was submitted to printer
Special Instructions	

[1] Microsoft Word, PowerPoint and Publisher: Manually gather your fonts. Be aware that these programs work in RGB and color shifting will occur. Most images imported into the programs are low res and your proof my reflect this.

[2] PDFs: If the job bleeds be sure your crop marks and bleeds are visible in the PDF before submission.

[3] Obsoleted Programs: PageMaker must be converted to InDesign or Supplied as a PDF. CorelDraw must be saved as Adobe Illustrator or .EPS.