

# ARTWORK CHECKLIST

## Time for a last-minute check!

Before you send us any artwork for printing, make sure you've considered all of the points below. If you're still unsure about any aspect of the job, or what you need to supply to us, get in touch with our team on [01159 399 797](tel:01159399797).

Page size/layout	Format/files	Fonts
All pages include 3mm bleed <input type="checkbox"/>	Only relevant job files are included <input type="checkbox"/>	All text is 6px or larger <input type="checkbox"/>
No borders are used <input type="checkbox"/>	Design is supplied as a hi-resolution PDF or packaged InDesign file <input type="checkbox"/>	Text is set as vector, not an image <input type="checkbox"/>
Important images and text are at least 3mm from the page edge <input type="checkbox"/>		All fonts are supplied, outlined or Embedded (PDF) <input type="checkbox"/>
Colour	Images	Other
All colours are converted to CMYK unless using a spot or Pantone colour <input type="checkbox"/>	All images included are above 300 DPI <input type="checkbox"/>	All artwork has square corners <input type="checkbox"/>
Large black areas are set to 40% Cyan and 100% black (rich black) <input type="checkbox"/>	All images have been converted to CMYK and saved <input type="checkbox"/>	Fine lines/ hairlines are no less than 0.25pt <input type="checkbox"/>