

Preflight Checklist

Customer Name: _____ **Date:** _____
Telephone: _____ **Fax:** _____
Contact name for art/specifications: _____

- **Disk:** Mac PC
- **Media:** CD Other Email FTP
- **Label size:** _____ (Include die outline in file)
- **Did you: Include all necessary page layout files**
Applications: Freehand PageMaker Quark Other
Illustrator Photoshop InDesign
- **Delete all unnecessary files**
- **Include source files if exported and placed as EPS files**
- **Include all placed/linked Graphics**
 - Cropped in source application
 - Rotated in source application (placed at 0° in page layout application)
 - Scaled in source application (placed at 100% in page layout application)
 - Bitmapped images at least 1200 dpi
 - Continuous tone images at least 300 dpi
 - Convert RGB to CMYK
- **All file names:**

- **Include all screen and printer fonts**
 - Type set in page layout application Minimum 4 pt. type
 - Spell check No TrueType fonts
- **Ensure all rules and dots are at least ½ pt.**
- **All fonts used:**

- **All colors used:**
 - Use PMS numbers to define colors Delete unnecessary colors
 - Provide color composite hard copies Provide color separated hard copies

