

Artwork Approval Checklist

For internal use only. Checklist is included with the job bag.
The job should not leave the studio until all elements are ticked off.

Project Title:	Project number:
Client:	Main agency contact:

Designer:

Name: _____ Signed: _____ Date: _____

<input type="checkbox"/> Correct dimensions <input type="checkbox"/> 5mm bleed <input type="checkbox"/> Crop marks (straight-cut jobs) <input type="checkbox"/> 300dpi <input type="checkbox"/> CMYK or RGB (as required) <input type="checkbox"/> # pages correct for binding <input type="checkbox"/> Layout of pages correct <input type="checkbox"/> Key number or collateral code included (if required) <input type="checkbox"/> Spell-check conducted <input type="checkbox"/> Does the artwork, layout and copy make sense?	<input type="checkbox"/> Die line correct - die lines: solid line, 0.5pt // fold lines: 0.5pt dash (4/2) // perforation lines: 0.5pt dot-dash (1/2) - set to overprint - spot colour renamed "die line" <input type="checkbox"/> Overgloss correct - single solid shape, no stroke - set to overprint - spot colour renamed 'overgloss' or 'spot uv' - excludes glue areas & barcode <input type="checkbox"/> Specials correct (emboss, deboss, foil) - single solid shape, no stroke - set to overprint - spot colour renamed appropriately	<input type="checkbox"/> Unused items removed <input type="checkbox"/> Unused colours removed <input type="checkbox"/> Used colours added <input type="checkbox"/> Colours correctly set up (no spot colours in a CMYK job) <input type="checkbox"/> Fonts converted to outline in graphic files <input type="checkbox"/> Check pdf will separate correctly <input type="checkbox"/> Project files and folders named correctly
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Studio Manager:

Name: _____ Signed: _____ Date: _____

<input type="checkbox"/> Correct dimensions <input type="checkbox"/> 5mm bleed <input type="checkbox"/> Crop marks (straight-cut jobs) <input type="checkbox"/> Die line present (if required) <input type="checkbox"/> CMYK or RGB (as required) <input type="checkbox"/> # pages correct for binding	<input type="checkbox"/> Layout of pages correct <input type="checkbox"/> Does the artwork, layout and copy make sense? <input type="checkbox"/> Design fulfils brief <input type="checkbox"/> All logos and branding elements present as required <input type="checkbox"/> Check for spelling errors	<input type="checkbox"/> Key number or collateral code included (if required) <input type="checkbox"/> Check pdf will separate correctly <input type="checkbox"/> Project files and folders named correctly
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Account Manager:

Name: _____ Signed: _____ Date: _____

<input type="checkbox"/> Correct dimensions <input type="checkbox"/> 5mm bleed <input type="checkbox"/> Crop marks (straight-cut jobs) <input type="checkbox"/> Die line present (if required) <input type="checkbox"/> CMYK or RGB (as required) <input type="checkbox"/> # pages correct for binding	<input type="checkbox"/> Layout of pages correct <input type="checkbox"/> Does the artwork, layout and copy make sense? <input type="checkbox"/> Design fulfils brief <input type="checkbox"/> All logos and branding elements present as required <input type="checkbox"/> Check for spelling errors	<input type="checkbox"/> Key number or collateral code included (if required) <input type="checkbox"/> Check pdf will separate correctly <input type="checkbox"/> Project files and folders named correctly
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