Proofsheet

FREE RESOURCE · PRINT PRODUCTION

Print-Ready Artwork Checklist

For business cards, brochures, flyers, posters and packaging. Check each item before you send files to print.

PROJECT _____ PRINTER _____ DUE _____ CHECKED BY _____

The printer's specifications always come first. Bleed, resolution, color and export settings vary by printer, process and paper. Get their spec sheet or template before you start, and check every item below against it.

PRINTER'S SPECS FOR THIS JOB

TRIM SIZE _____ BLEED _____ SAFE AREA _____ RESOLUTION _____ COLOR _____ PDF PRESET _____

01 Document setup

- ☐ **Trim size** matches the printer's final dimensions and units
- ☐ **Orientation and page count** are right for the piece and its binding
- ☐ **Bleed** extends past every edge that prints to the edge, by the printer's amount
- ☐ **Safe area:** text, logos and key details sit inside the printer's margin
- ☐ **Templates:** folds, panels and die lines follow the printer's template

02 Images

- ☐ **Resolution** meets the printer's requirement at final printed size, after scaling
- ☐ **Quality** checked at 100%: no screenshots, compression or upscaled web images
- ☐ **Links** are all present and up to date, with none missing or modified
- ☐ **Usage rights** confirmed for stock and client-supplied images

03 Colors

- ☐ **Color mode** matches what the printer asks for (CMYK, spot, or their profile)
- ☐ **Spot colors** are named exactly as specified; unused swatches removed
- ☐ **Black builds** and total ink stay within the printer's guidance
- ☐ **Brand colors** match the client's approved brand specs

04 Typography

- ☐ **Fonts** are licensed, available, and embedded or outlined as the printer asks
- ☐ **No missing glyphs,** substituted fonts or overset (hidden) text
- ☐ **Proofread:** names, phone numbers, URLs, dates and prices
- ☐ **Small text and thin lines** suit the printing method and paper

05 Artwork

- ☐ **Alignment and spacing** are consistent; nothing hidden or stray off the page
- ☐ **Transparency and effects** look right in output or flattener preview
- ☐ **Overprint** is intentional only; white objects aren't set to overprint
- ☐ **Finishing** (die cut, foil, spot UV, folds, scores) is set up as the printer specifies
- ☐ **Barcodes and QR codes** scan at final size

06 Final delivery

- ☐ **PDF exported** with the printer's preset or required standard
- ☐ **Marks and bleed** included only as the printer requests
- ☐ **Clear file name:** client, piece, size, version, date
- ☐ **Exported PDF reviewed** page by page, not just the working file
- ☐ **Client approval** recorded for this exact version
- ☐ **Printer's proof** reviewed and approved, if provided

NOTES

Free to print and share. A general guide, not a substitute for your printer's specifications.

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