

Project Checklist

Use the checklist below to help to eliminate any unnecessary printing delays.

Double Check Work

- ⊖ Spell check all documents one final time.
- ⊖ Make sure all placed files are properly linked.

What You Need To Submit

- ⊖ Print Ready PDF or Layout Document (InDesign/Quark/Illustrator)
- ⊖ All Fonts
Include both the screen and printer fonts for all PostScript Fonts used in your page layout documents & graphic files.
- ⊖ All Supporting Graphics
Make sure to convert any RGB images to CMYK.
- ⊖ Electronic Proof or Hard Copy Proof
Supply either a PDF file or color copy of each creative submitted.
This will help ensure that your product matches your expectations.
- ⊖ Purchase Order
Include the following information: finished size, color, paper stock, quantity, shipping information and due date.
- ⊖ Special instructions

Questions?

Give us a call at 614.444.3171
or send us an email at art@baiseprints.com