Print-ready Basic Checklist

- ☐ File is in proper format (PDF, AI, EPS, INDD, PSD, high-res JPG, TIFF)

- ☐ Includes all linked graphics, images, and text elements for native design files (AI, EPS, INDD, PSD).

- ☐ Create outlines and embed all fonts and text

- ☐ Contains only high resolution images in CMYK/grayscale colour

- ☐ Check colour profile (CMYK)

- ☐ Ensure correct usage of black (K) colour for text and solid areas

- ☐ Check if final artwork has enough resolution (minimum 300dpi at 100% size including bleeds)

- ☐ Check if all pages have enough bleed (3-5mm)

- ☐ Includes final size with indications for bleeds and page marking

- ☐ Includes trim/crop marks and page info

- ☐ Saved multiple pages document without spreads

- ☐ Proofread all information and final design

- ☐ Does not need any more changes before printing