

# print project release checklist

**client:**  
**contact:**  
**project #:**  
**project title:**  
**date:**

## document(s)

- Dimensions
- Folios
- Crossovers
- Folds
- Page sequencing
- Page content/spelling
- Quark color palette
  - spot &/or process mixes
- Logo(s)
- Phone numbers
- Postal indicias
- Varnish plates created
- Graphic element positioning
- Headline, sub head positioning
- Image positioning
- Image cropping
- Image/ illustration credits
- Copyright clearances

## graphics

- Dimensions
- native and exported docs on disk
- spot and process colors checked
- RGB images converted to CMYK
- CMYK converted to RGB
- Clipping paths checked
- Fonts converted to paths

## fonts

- Truetype converted to postscript
- Kerning

## transfer disk

- All graphics & images included
- All fonts included
- Document report created
- Specifications memo to printer
- Document laser or inkjet included
  - Folding dummy included
  - Comp layout included