

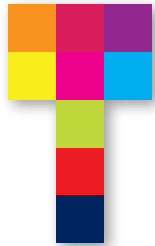
# Art Checklist

Date \_\_\_\_\_  
File Name(s) \_\_\_\_\_  
Application \_\_\_\_\_

All quotes are supplied on the basis that artwork is Print Ready.  
Please complete this checklist and send with your job.



banners



signage



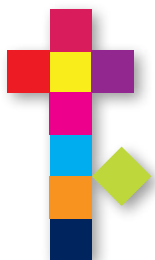
displays



posters



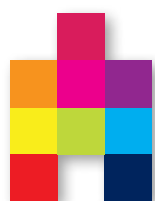
custom projects



enviro printing



flags



a-frames



vehicles

- | Y                        | N/A                      | Requirements  |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Document must scale proportionally to print size required   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fonts must be supplied or converted to outlines   |
| <input type="checkbox"/> | <input type="checkbox"/> | Files need a minimum of 10mm bleed  |
|                          |                          | <b>Colour</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Colours have been documented, PMS & CMYK breakdown?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Any black is specified as C30% M20% Y20% K100%  |
| <input type="checkbox"/> | <input type="checkbox"/> | PMS book swatch or supplied colour swatch?  |
|                          |                          | <b>Images - Raster</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | All images have been converted to CMYK mode?  |
| <input type="checkbox"/> | <input type="checkbox"/> | All images are at 100 dpi at full final size? (If artwork is set up at 50%, images must be at 200 dpi. Images at 25% must be at 400 dpi, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | Images are of acceptable quality at final size? No LZW compression  |
|                          |                          | <b>Images - Vector</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are file links supplied or embedded?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Hardcopy or PDF proof supplied?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Artwork matches hardcopy proof?   |

## Digital Ink working Programs

Adobe CS3 - InDesign, Illustrator, Photoshop, Acrobat  
Files should ideally be supplied as: High Res PDF

We also accept:

- EPS
- Illustrator (EPS - embedded links)
- Indesign (Please package links & fonts.  
- If using CS4, please supply INX file)
- Photoshop (TIFF or high res CMYK JPEG)

Please include all fonts and links, if applicable