## ART PREP CHECKLIST

## NAPCO

800.854.8621 info@napcousa.com



800.633.4526 info@vulcanpackaging.com

Job Name:       Job Numbers:         TEMPLATE         YEs       NO       Artwork is set up on template provided by NAPCO or Vulcan         YEs       NO       Correct amount of bleeds are provided according to template         YEs       NO       Correct amount of bleeds are provided according to template         FILE TYPE       File NO       POF         YES       NO       POF         YES       NO       All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         YES       NO       All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         YES       NO       All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         YES       NO       All fonts and images are emoved         YES       NO       All inked images and fonts are included         YES       NO       All linked images and fonts are included         (for InDesign best results, use the "Package" function under "File" menu)         (for InDesign best results, use the "Package" function under "File" menu)         (for InDesign best results, use the "Package" function under "File" menu)         YES       NO       Fonts are embedded in files such as PDFs (we will not be able to edit tex	Date:	Sales   Project Manager:
YES       NO       Artwork is set up on template provided by NAPCO or Vulcan         YES       NO       Template is in a separate layer, not embedded in artwork         YES       NO       Correct amount of bleeds are provided according to template         FILE TYPE       Artwork is not on your template, we would like NAPCO or Vulcan to set up on template         PDF       YES       NO         ARD BE       NO       PDF is Press Quality         YES       NO       All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         On thave fonts outlined and images embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         YES       NO       All fonts and images are removed         YES       NO       All non-printing elements are removed         YES       NO       Template is removed or is in a separate layer         ADOBE INDESIGN	Job Name:	Job Numbers:
YES       NO       Template is in a separate layer, not embedded in artwork         YES       NO       Correct amount of bleeds are provided according to template         YES       NO       Artwork is not on your template, we would like NAPCO or Vulcan to set up on template         FILE TYPE       PDF         YES       NO       All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         YES       NO       All non-printing elements are removed         YES       NO       Template is removed or is in a separate layer         ADOBE ILLUSTRATOR       ADOBE PHOTOSHOP         ADOBE INDESIGN       (for InDesign best results, use the "Package" function under "File" menu)         OTHER:       FONTS         FONTS       Fonts are converted to outlines (we will not be able to edit text)         YES       NO         YES       NO         FON Fonts are converted to outlines (we will not be able to edit text)         YES       NO         YES       NO         INK AND IMAGES         LINKS AND IMAGES         YES       NO         LINKS AND IMAGES         YES       NO         LINKE dongs are at least 300 DPI (Pixels/Inch) at actual size         ADDITIONAL </td <td>TEMPLATE</td> <td></td>	TEMPLATE	
PDF       YES       NO       PDF is Press Quality         YES       NO       All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)         YES       NO       All non-printing elements are removed         YES       NO       Template is removed or is in a separate layer         ADOBE ILLUSTRATOR       All pomperities removed or is in a separate layer         ADOBE INDESIGN       Layered file provided with template in separate layer         YES       NO       All linked images and fonts are included         (for InDesign best results, use the "Package" function under "File" menu)         OTHER:         FONTS         YES       NO         YES       NO         FONTS         YES       NO         YES       NO         FONTS         YES       NO         YES       NO         Fonts are converted to outlines (we will not be able to edit text)         YES       NO         Forties are included in files such as PDFs (we will not be able to edit text)         YES       NO         Forties are at least 300 DPI (Pixels/Inch) at actual size         ADDITIONAL         YES       NO         Art file co		Template is in a separate layer, not embedded in artwork Correct amount of bleeds are provided according to template
Image: Second Secon	FILE TYPE	
□ OTHER:         FONTS         □ YES □ NO       Fonts are converted to outlines (we will not be able to edit text)         □ YES □ NO       Fonts are embedded in files such as PDFs (we will not be able to edit text)         □ YES □ NO       Font files are included in package         LINKS AND IMAGES         □ YES □ NO       Linked images are provided or embedded in file         □ YES □ NO       Linked images are at least 300 DPI (Pixels/Inch) at actual size         ADDITIONAL         □ YES □ NO       Art file is set up in CMYK (files supplied in RGB format will be converted to CMYK and colors will shift and appear different from original)         □ YES □ NO       Art file contains spot Pantone colors (note for digital printing, Pantone colors will be converted to CMYK for closest match)	YES YES YES YES ADOBE ILLU ADOBE PHO ADOBE INDE YES	<ul> <li>NO All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)</li> <li>NO All non-printing elements are removed</li> <li>NO Template is removed or is in a separate layer</li> <li>ISTRATOR</li> <li>ISTRATOR</li> <li>ISTRATOR</li> <li>ISTRATOR</li> <li>INO Layered file provided with template in separate layer</li> <li>INO All linked images and fonts are included</li> </ul>
YES       NO       Fonts are converted to outlines (we will not be able to edit text)         YES       NO       Fonts are embedded in files such as PDFs (we will not be able to edit text)         YES       NO       Font files are included in package         LINKS AND IMAGES       Inked images are provided or embedded in file         YES       NO       Linked images are provided or embedded in file         YES       NO       Images are at least 300 DPI (Pixels/Inch) at actual size         ADDITIONAL       Images are at least 300 DPI (Pixels/Inch) at actual size         YES       NO       Art file is set up in CMYK (files supplied in RGB format will be converted to CMYK and colors will shift and appear different from original)         YES       NO       Art file contains spot Pantone colors (note for digital printing, Pantone colors will be converted to CMYK for closest match)		(IDE INDESIGN DESERVICIES and the rankage function and the money
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and colors will shift and appear different from original) YES NO Art file contains spot Pantone colors (note for digital printing, Pantone colors will be converted to CMYK for closest match)	ADDITIONAL	
<b>YES NO</b> Transparency effects are converted to CMYK and flattened		and colors will shift and appear different from original) Art file contains spot Pantone colors (note for digital printing, Pantone colors will be converted to CMYK for closest match) Vivd3D embellishments are provided in a separate layer or clearly indicated