

# ART PREP CHECKLIST



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Date: Sales | Project Manager:

Job Name: Job Numbers:

## TEMPLATE

- ☐ YES ☐ NO Artwork is set up on template provided by NAPCO
- ☐ 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 to set it up on template

## FILE TYPE

- ☐ 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
- ☐ ADOBE PHOTOSHOP
- ☐ ADOBE INDESIGN
- ☐ YES ☐ NO 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 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 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 ☐ NO Foil / Varnish embellishments are provided in a separate layer or clearly indicated
- ☐ YES ☐ NO Transparency effects are converted to CMYK and flattened