CHECK IT BEFORE YOU PRINT IT.

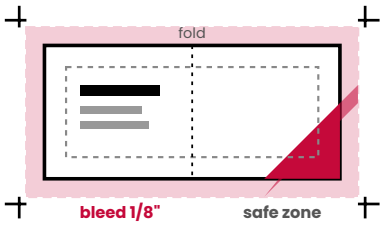
Tick each box. Catching it now saves time, money and reprints.

01 KNOW THE JOB



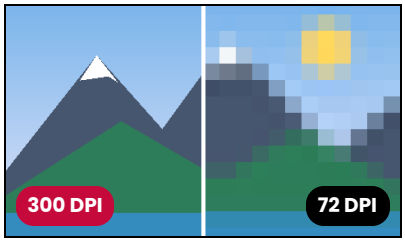
- ☐ Product chosen (cards, flyers, apparel, signs, promo…)
- ☐ Finished size and quantity decided
- ☐ Paper or material picked (weight, gloss, matte or uncoated)
- ☐ Extras noted: **foil, spot UV, white ink,** folds or perforation

02 SIZE, BLEED & SAFE ZONE



- ☐ Built at the **exact** finished size (double-check it)
- ☐ **1/8" bleed** on every side, with backgrounds running into it
- ☐ Text, logos and QR codes **1/8" inside the trim** (1/4" is safer)
- ☐ Folding? Keep text away from folds. **Ask us for a template.**

03 SHARP IMAGES



- ☐ **300 DPI** at print size (large format: ask us)
- ☐ Crisp at 100% zoom. **Never enlarge**: 300 DPI at 200% is only 150
- ☐ No web images or screenshots, and AI images checked for fuzzy spots
- ☐ Images **embedded**, not linked, and you have the rights to use them

04 COLOR



CMYK, not RGB



brand color
+ rich black

- ☐ Set to **CMYK**, then re-check bright colors
- ☐ Brand colors match, with **PMS / spot colors named** correctly
- ☐ **Rich black** for big dark areas only
- ☐ Small text in **plain black** (100% K), never "Registration"

TURN OVER →

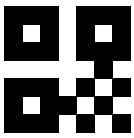
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05 FONTS & TEXT



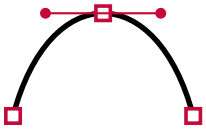
outline + proofread



scan it!
QR codes + links

- ☐ Fonts **outlined** or embedded (save an editable copy first)
- ☐ Proofread names, phones, emails, websites, **prices** and dates
- ☐ Text isn't too small or thin. **6 pt minimum**, no hairline fonts
- ☐ **QR codes scanned** and links tested

06 LOGOS & ART



vector = smooth at any size



no background box

- ☐ Logo is **vector** (AI, EPS, SVG or PDF)
- ☐ Apparel art is vector or hi-res with a **transparent background**
- ☐ Hidden layers, extra items and unused swatches **deleted**

07 FILE TYPE



bleed + crop marks

- ☐ **Print-ready PDF** (PDF/X-4 if you can) with bleed and crop marks
- ☐ **Canva:** download as PDF Print with crop marks and bleed on
- ☐ Booklets: pages in reading order, page count in **multiples of 4**
- ☐ Clear file name: business, item, size, version

08 FINAL LOOK



2 sets of eyes
before you sign off

- ☐ Printed or viewed at **actual size**
- ☐ A **second person** proofread it
- ☐ Our proof checked: **color, wording, layout** and page order
- ☐ Everything accurate and approved

NOT SURE IT'S READY? Send it to us. We'll check it before it prints.

UPLOAD HERE: INSPIRIAPRINTING.COM/ARTWORK-CHECK

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