



Client: \_\_\_\_\_

Project #: \_\_\_\_\_ Date: \_\_\_\_\_

Client-approved specifications:

- ☐ Stock
- ☐ Exact size, folded and unfolded use diagram ...
- ☐ Colors( spot or process) \_\_\_\_\_
- ☐ Fonts \_\_\_\_\_
- ☐ Quantity/quantities \_\_\_\_\_
- ☐ Delivery date \_\_\_\_\_

Diagram

Vendor materials and preparations for processing ...

- ☐ Has the project been final-proofread against the client signed-off copy?
- ☐ Client approved printing estimate in files, with proper specifications?
- ☐ Is a printed color sample of the client's target colors attached to the new mechanical?
- ☐ Is the selected stock sample attached, and one retained in the files?
- ☐ Is there a mock-up prepared for the printer, and one for the files?
- ☐ If reprint, is a previous job attached for printing purposes?
- ☐ Is there a Purchase Order attached, with correct prices and timetables, attached?
- ☐ Does the outgoing mechanical and mock-up have CD approval?
- ☐ Printing materials: Programs specified and files pre-tested
- ☐ Photography: high resolution photo files attached?
- ☐ Color breaks clearly indicated
- ☐ Legend code added to mechanical?
- ☐ Client sign-off on attached mock-up in files?
- ☐ If Post Office involved: postal permits, sizes, stock (if needed) correct and verified with them?
- ☐ Delivery information: printer to Legend, pickup, other \_\_\_\_\_? Expected date: \_\_\_\_\_
- ☐ Did you do a test fold to verify that folds are marked correctly?
- ☐ Did you verify pagination of the files is correct for this printer?
- ☐ Legend labels affixed to mechanical with date, Project #?
- ☐ Printer is definitely aware of our "unmarked cartons" requirement?
- ☐ Legend labels prepared and accompanying mechanical for post printing delivery?
- ☐ Printing contact contacted and aware of this project's arrival?