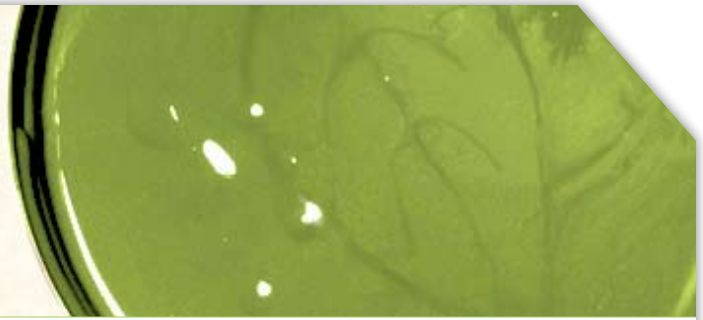


PRESS CHECKLIST



PROJECT DESIGNER _____

PROJECT NAME _____

DATE (PRESS-SHEETS SIGNED OFF) _____

AT THE PRESS

- Delivery instructions included on press

STOCK

- Correct papers

TYPE

- All type changes have been made (spot read last word in paragraphs)
- No broken type

INKS

- Check to see what varnishes or AQ being run (if any)
- (if applicable) A sheet has been microwaved
- Correct color assignments (check against color key)
- Colors and densities match to previously approved forms (Will color levels affect other images to come? i.e. solids, photos or type)
- Balanced color across sheet
- Cut up sheet to check crossovers
- Ink running smoothly but not plugging type or tailing off type and rules
- Check for offsetting
- Correct flesh tones (check against match proofs)
- Solid coverage (check for ghosting, roller marks, streaking, hickies, mottling)

REGISTRATION

- Are trim marks in the correct place? Will the job be cut down correctly?
- Registration and fit of process charts, graphs etc.
- Type, imagery, graphics, etc. in the correct location

SPECIAL

- Correct line screen
- Die-cuts registered correctly on front and back of sheet
- Die-cuts cutting through all the way (check a few sheets)
- Die-cuts not blistering the paper too much
- Scores registered correctly
- Correct folds/scores (Check for alignments: Is it going to be too long on one end? Is the fold aligned to the edge?)

APPROVAL

- Take a couple sheets of the signed-off job