



ARTWORK CHECKLIST®

WR Wood
Richardson
We'll make it happen

To help avoid unnecessary delays with the processing and printing of your artwork please use the following checklist to make sure your artwork specification is as accurate as possible. We have also provided this checklist in PDF format for you to download and use for future jobs.

- **Page Size** - Any pages which are folders or die cut should be the FLAT size of the cutter, including any glue flaps, which should be 15mm.
- **Page Count** - Are your pages numbered correctly and have blank pages been inserted where they are needed.
- **Document Pagination** - Is the page order of the artwork you are supplying in the correct order? Page 1 of your artwork should be page 1 of the finished job etc. Please do not send artwork set up as PRINTERS PAIRS. Do not impose your job.
- **Binding Method** - Make sure that you have taken into account any additional bleeds which are needed depending on the binding method, for more information please speak to our sales team or studio.
- **Document Compatibility** - Has your artwork been created with an application we can accept .
- **Images and Fonts** - Please supply your artwork to us, along with ALL images and fonts.
- **Bleed** - ALL pages should have 3mm bleed.
- **Stroke Weights** - Make sure that no hairline rules have been used and that any stroke weights are not less than 0.1mm.
- **Overprint** - Be sure to check that anything set to overprint is intentional, as they will be adhered to.
- **PDF Files** - If you send your artwork in PDF format please make sure it is back saved to Acrobat 4, and has had any transparencies flattened.

WHEREVER POSSIBLE, PLEASE SUPPLY A MOCK UP OF YOUR ARTWORK.

