Press Check Checklist

Date: _____ Job #:_____

Job Title: _____

Printer: _____

OK - Revise

[__] [__]   Is the trim size correct? _____

[__] [__]   Is the fold correct? _____

[__] [__]   Borders/Alignment OK? _____

[__] [__]   Does the trapping look good? (No type spread) _____

[__] [__]   All type and graphics correct and visible? _____

[__] [__]   Photos positioned, cropped, and scaled correctly? _____

[__] [__]   Check for broken type, dirt marks _____

[__] [__]   Are colors correct? _____

[__] [__]   Are spot colors correct? _____

[__] [__]   Perfs, scores, folds are correct? _____

[__] [__]   Are screen percentages correct? _____

[__] [__]   If second proof, are corrections correct? _____

[__] [__]   Other: _____

[__] [__]   Other: _____

[__] [__]   Other: _____

[__] [__]   Other: _____

_____

_____

_____

Checked by: _____

Color interpretation is subject to judgment
- Make sure you are totally satisfied with the final proofs.
Once the job is on press, not only are changes limited, plate remakes are VERY costly!

Press Check Notes:

1. The press sheet cannot exactly match either the original copy original proof.

2. Bring the original copy, the ink and paper swatches and the final ok'd proofs.

3. Compare color match items

4. Obtain overall impression: slowly scan the entire press sheet

5. Does the sheet being used match the specified sheet/paper?

6. Are spot ink colors correct?

7. Is all copy on the sheet

8. Are display and headline type accurate font, set, spelling?

9. Check all registration

10. Check trapping

11. Study the pictures, type, screens to make sure they are consistent

12. Look for flaws and imperfection * broken type,
    * pinholes,
    * mottling, hickeys
    * ghosting

13. Fold the sheet for correct
    * backups, gutters
    * tick-marks (cuts, scores, etc.)
    * Photos aligned

14. Take a few press sheets, fold into dummy, check for stitch, creep, alignment.

15. Weigh the piece if it is to be mailed

16. Bring a second person for proofreading.