

## Print Preparation Checklist

### Date

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## Checklist for Print Ready Artwork

Digital Tsunami offers the following checklist to ensure your intended objectives are delivered.

**Please ensure** that:

- document contains only CMYK and/or Pantone® PMS colour objects
- all fonts are embedded or supplied (conversion to outlines/curves also accepted)
- bleed is set to 3-5mm (if applicable)
- document is setup to the correct size
- all images are 300dpi (high resolution)
- crop marks and fold marks are included
- all images are embedded or links supplied for non PDF files
- text is not within 4mm of edge (for digital print jobs)

When artwork fails to meet above specifications, an artwork charge may be applicable.  
(This may not apply for Digital Printing)

### File Types

Please deliver as a:

- PDF (preferred)
- EPS
- Adobe InDesign (fonts & linked pictures included)
- Adobe Illustrator (fonts outlined)
- Adobe Photoshop (layered file preferable)
- TIF

\* Microsoft Office files are accepted but not recommended. An artwork conversion charge may apply.  
(This may not apply for Digital Printing)

### Supply of Artwork

Please deliver in:

- email
- CD or DVD
- a memory stick or hard drive device
- a hard copy print of any artwork is also very desirable  
(Microsoft files in particular, as fonts & colours are unpredictable)

Other things to **consider** ..

- please spell-check and proof-ready your job
- colours on computer monitors are never accurate. Please check Pantone® or CMYK specifications
- when printing in CMYK, any solid black area should have a 60% cyan "shiner" added to it. This is the only case in which a rich black should be used
- if delivery is required urgently, please check that your deadline is achievable
- if sustainable papers and inks are preferred, please indicate, and accept a premium in some cases

**Thank you**