

PRINT DESIGN CHECKLIST

DOCUMENT SETUP

- Correct final trim size
- CMYK color mode (not RGB)
- Bleed added (0.125 in)
- Backgrounds extend into bleed
- Text & logos inside safe margins (0.125–0.25 in)

IMAGES

- All images 300 DPI at final size
- No blurry, stretched, or pixelated images
- Logos are vector or high-resolution
- No screenshots used

COLORS

- CMYK colors only
- Small text uses 100% K black
- Rich black used only for large areas

TEXT & FONTS

- Body text minimum 8–10 pt
- Fine print minimum 7 pt
- Fonts outlined / converted to curves
- No ultra-thin fonts

FILE EXPORT

- Saved as print-ready PDF
- Correct page size
- Single-page or correct multi-page layout
- No crop marks unless requested by printer

FINAL CHECK

- Spelling and grammar checked
- Phone numbers, emails, addresses verified
- QR codes tested
- Proof reviewed at 100% zoom
- Printer specifications reviewed

Golden Rule: Measure twice. Print once.