



COMMUNITY  
PRINTERS

## WHAT TO WATCH FOR WHEN APPROVING YOUR PROOF

After you have submitted your job we will provide you with a digital proof. To insure the accuracy of your piece prior to printing, please thoroughly review your proof using the following checklist.

- Photos** Are all photos cropped, sized and positioned correctly?
- Color Breaks** Are all ink colors indicated?
- Screens** Are screen percentages correct?
- Pagination** Are page numbers in sequence and in proper location?
- Margins** Are they consistent?
- Paper** Is the paper stock specified? If you are unfamiliar with the stock, have you seen a sample?
- Finish Size** Is the piece trimmed to proper size? (i.e. Will it fit inside your envelope, file folder, or display rack?)
- Bindery** Are all perforations, folds, scores and types of binding indicated?
- Typos** Ideally, all typos should be corrected before the final stage; however, this is your last chance. Deletions, changes and additions may require additional charges and may change the completion date.
- Reflows** Has any text reflowed when output?
- Deadline** Make your deadline requirements clear. If you make changes to your proof we may need more time to complete your project.
- Delivery Instructions** Try to avoid last minute delivery changes. Give us all the details up front. If you need 100 brochures downtown, 6,000 in Chicago, and the balance to a mailhouse, tell us in advance.