

# PRINT-READY CHECKLIST

## FILE SETUP

- ☐ Do NOT delete, modify or move "Template" layer.
- ☐ If your product has slits, delete the slits that you DON'T want to appear on the final piece.
- ☐ Delete the "Instructions" layer prior to submitting artwork.
- ☐ Design in the "Your Art Here" layer of our template.
- ☐ Separate each spot coated, foil stamped, embossed, or debossed area into its own labeled, color-coded layer.
- ☐ Save file as: **.AI, .EPS, .PDF, .PSD, .INDD, or .TIF.**

## LAYOUT

- ☐ Avoid placing logos or text near or on die-cut slits.
- ☐ Keep important elements within 1/8" safe zone.
- ☐ Extend 4 color process, PMS printed, foil stamped, or spot coated design elements that touch the cut line to 1/8" bleed zone.

## PHOTO IMAGES

- ☐ Make raster images 300 DPI at the size they will be printed.
- ☐ Embed images, or package them with the primary artwork file.
- ☐ Save images as .PSD, .TIF, or .JPG.

## WRITING

- ☐ Proofread all copy for grammar, spelling, and clarity.
- ☐ Convert fonts to outlines, or gather fonts using "Package" (Illustrator) or "Collect for Output" (InDesign). Send with art file.
- ☐ Include fonts if your final print file is in .PSD format.



## FOUR COLOR PROCESS

- ☐ Set design file and all images to CMYK mode.
- ☐ Convert all RGB or spot colors to CMYK.



## FOIL STAMPING

- ☐ Make sure all graphics are vector format.
- ☐ Make elements at least 1pt thick, spaced 1pt or more apart.
- ☐ Do not place elements on fold or cut lines.
- ☐ Separate each foil color onto its own labeled, color-coded layer.
- ☐ Apply a spot color at 100% to represent each foil color. (100% Magenta for first color, 100% Yellow for second, etc.)



## PMS PRINTING

- ☐ Make sure all graphics are vector format.
- ☐ Verify all colors are PMS (spot) colors.



## EMBOSSING AND DEBOSSING

- ☐ Make sure all graphics are vector format.
- ☐ Make elements at least 2 pt thick, spaced 2 pt or more apart.
- ☐ Do not place elements on fold or cut lines.
- ☐ Separate each emboss or deboss onto its own labeled, color-coded layer when combining imprint methods.
- ☐ Apply a spot color at 100% to represent each emboss or deboss. (100% Magenta for embossed, 100% Yellow for debossed.)



COMPANY FOLDERS

Company Folders, the standard bearer of online printing, delivers absolute quality infused with the design savvy of an advertising agency.  
22 West Huron Street, Suite 203, Pontiac, Michigan 48342 | Tel: 248.738.7600 | Fax: 248.883.8880 | [www.companyfolders.com](http://www.companyfolders.com)

© 2024 Company Folders, Inc. All rights reserved.