

## Final Check

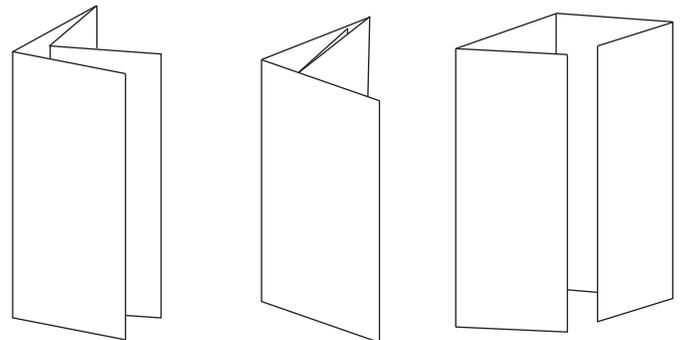
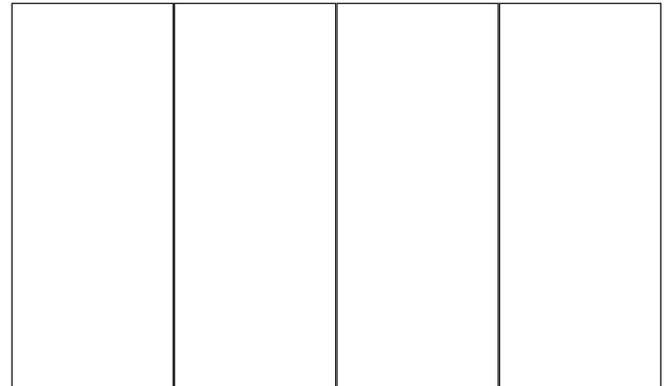
### Mock-Up

Your artwork files will reside on a number of computers before making their way to the final printing plates. We need a sample of what the final piece looks like in order to ensure your electronic files are going to be properly translated.

A mock-up is also invaluable for communicating details that are impossible to determine based on the electronic file alone, such as folding, binding and other physical aspects of your project.

A 4-panel brochure as submitted; how is this to be folded?

By supplying a folded mock-up, this question will be answered—and many more...



### Proofread

Carefully proofread before sending files to be printed. Corrections after the first proof are expensive, and many corrections may require additional proofs—which will require additional time and money.

### Provide Instruction

Please provide any helpful instructions along with your mock-up. This will be written on the ticket, to ensure your job will pass through preflight, proofing, plate-making, printing, finishing and shipping stages exactly the way you intended it to do.

### Hard copy

Include a mocked-up printout of the supplied file. Show how the final printed piece should be stitched, scored, die-cut, varnished, etc. This mock-up will be matched against our hard copy with regard to type, image placement, etc.

### Color Separations

Along with the composite hard copy, supply a printout for each color in the document. This is a great way to double-check that your colors are separating correctly. It also assists your printer in making sure your files are exactly what you were looking for.

### Label Supplied Media

Please label your media [CD, flash drive, etc.] with your company name, job description and date.

### Last Check

If FlightCheck or a similar application is available, please utilize it, as this is a good way to catch low-resolution images, RGB images, missing fonts, etc. By running your files through this process, it may reduce chances of a printing error.

Take time to ensure that unnecessary items are removed from your files, such as photos, text or graphics left on the pasteboard, or unused colors, unused styles and suppressed images.

Make sure bleeds are extended and your file is set up to the final trim size. Check that Pantone colors are separated correctly, and scores, perforations and dies are indicated as such.