



PREFLIGHT CHECK LIST

Please read over the information below to assure that you prepare and turn in your art work in a way that will eliminate as many potential issues as possible. If you have any questions please contact us at 770.217.0091.

FINAL ART WORK:

Beckles & Associates uses Photoshop, InDesign, and Illustrator. Please contact us if you are using another application.

Please use the check list below to prepare your files for print.

LAYOUT:

- _____ Be sure to align your art work with the template and make sure to include required bleed .
(set bleed at a minimum of .125")
- _____ If your file has layers, label the labels and remove any un-used layers or colors.
- _____ Did you proof read the text carefully?

SUPPORT FILES:

- _____ If printing in 4 color, are all your support files set up as CMYK?
- _____ Do Not use compressed images (JPG, GIF), support files must be TIF or EPS depending on their use.
- _____ Did you include all support files with the artwork (regardless of whether they are embedded)?
- _____ If you are using spot colors, are all your files set up properly for spot color? _____
- _____ Be sure to list the exact colors used.
- _____ Are all support files set to the proper resolution?

FONTS:

- _____ Have you included full versions of any fonts used, screen and printer fonts?
(Must be Mac or True Type Fonts.)
- _____ Did you convert the fonts to outlines if they are not included with the artwork?

We prefer that you include all the original art work, (not just the TIFs and EPS support files) in case we have to make an adjustment.

For any questions please contact Ken Beckles at 770.217.0091.