



Hanson Printing Company Digital Dylux Checklist ✓

	YES	NO
SIZE		
Are the flat and folded sizes of your piece correct?	<input type="checkbox"/>	<input type="checkbox"/>
FOLDING		
Is the Digital Dylux folded correctly?	<input type="checkbox"/>	<input type="checkbox"/>
BINDING		
If saddle stitched, are the stitches (staples) in the correct position?	<input type="checkbox"/>	<input type="checkbox"/>
If perfect-bound, is the spine the correct thickness?	<input type="checkbox"/>	<input type="checkbox"/>
If perfect-bound, is the gutter wide enough to accommodate the amount of space that will be lost during the binding process?	<input type="checkbox"/>	<input type="checkbox"/>
Are any cards or envelopes that will be bound into the publication included in the blueprint?	<input type="checkbox"/>	<input type="checkbox"/>
If not, are their positions indicated?	<input type="checkbox"/>	<input type="checkbox"/>
Are binding holes (either drilled or indicated) the correct size and position?	<input type="checkbox"/>	<input type="checkbox"/>
DESIGN		
Do all design elements work as planned (rule length, thickness, type placement, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
COPY		
Are there any typos or grammatical errors?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any missing characters?	<input type="checkbox"/>	<input type="checkbox"/>
Are company name, address, phone and fax numbers, e-mail addresses, website, annual report year, or other easily missed items correct?	<input type="checkbox"/>	<input type="checkbox"/>
Have all of your changes been incorporated into the copy?	<input type="checkbox"/>	<input type="checkbox"/>
PAGES		
Are the pages, including blanks, in the correct order?	<input type="checkbox"/>	<input type="checkbox"/>
Is all copy in the proper position on the page or panel?	<input type="checkbox"/>	<input type="checkbox"/>
Is the correct page number in the correct position on each page?	<input type="checkbox"/>	<input type="checkbox"/>
Are all margins straight and consistent?	<input type="checkbox"/>	<input type="checkbox"/>
DIRT SPOTS/CROP MARKS		
Are there any crop marks, registration marks, editors marks, or dirt marks showing?	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOS/ ILLUSTRATIONS/STRIP-INS		
Have all photos, illustrations, or other electronic "strip-ins" been placed at the proper size and in the correct position?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any upside down or flopped images?	<input type="checkbox"/>	<input type="checkbox"/>
Does each image have the proper caption?	<input type="checkbox"/>	<input type="checkbox"/>
Has all background been removed from silhouettes?	<input type="checkbox"/>	<input type="checkbox"/>
Are the edges of silhouettes smooth?	<input type="checkbox"/>	<input type="checkbox"/>
If outline rules are being used, do photographs fully touch them?	<input type="checkbox"/>	<input type="checkbox"/>
Do photos or illustrations require additional kinds of proofs to show image quality?	<input type="checkbox"/>	<input type="checkbox"/>

