

### Colortech Creative Solutions Print Ready File Checklist

- Are you using the appropriate file format?
  - You don't need to use a design program to produce a print ready file. But keep in mind that some formats carry more critical information than others. Some software is meant for home use and not commercial printing. We can work with *most* files in the following format:
    - InDesign .indd
    - Illustrator .ai
    - PDF .pdf
    - JPEG – if it's high res over 300 dpi and includes any necessary bleed
    - The following files can often be used by may incur additional charges as they're often not set up as needed: Word Documents, Publisher and PowerPoint.
- Are your images in CMYK, PMS or Greyscale? (color mode)
  - Our software can convert this automatically for you but we can't guarantee the color.
- Are solid black areas 100% K?
- Are your images 300 dpi or greater?
  - We will print images of less resolution but cannot guarantee a crisp print
- Are your images embedded or packaged into one linked folder?
- Have you provided necessary fonts? Either by packaging the file or manually.
  - Note: Adobe Cloud fonts do not need to be supplied
- Is important information .25" or more away from the trim line?
- Have you proof read the entire document?
- Did you add bleed .125" or greater?
- Is your supplied artwork the proper dimensions?
- If die cut, did you add cut lines?
- If your piece mails, did you add the necessary space for postage / mailing labels?