

NORTH WOLDS PRINTERS STUDIO FORM

DATE JOB. No.

CLIENT JOB

FINAL PAGE SIZE No of PAGES+COVER PRESS

PAPER SIZE/S/PLANNING

COLOUR INFO

EXTRA INFO

.....

.....

BASIC COLOUR INFO

ONE TWO
OR.....
PROCESS +SPECIALS

BASIC PLANNING INFO

STANDARD IMPOSITION
ONE SIDE OR TWO
TURN/TUMBLE..... SHEETWORK.....

DOCUMENT

CONTACT
READERS OR PRINTERS SPREADS?
HARD COPY ?.. MEDIA

PROOF TYPE

FAX/LASER..... PDF
EPSON 5000..... PIXELPROOF
CROMALIN..... MACHINE

DOCUMENT

☐ SIZE/No. OF PAGES/PASTEBOARD....
☐ ORIGIN POINT CHECK
☐ TRIMS/FOLDS/BLEED/.....

FONT & PICTURE USE

☐ FONTS..... ☐ IMAGES
☐ STYLISTED/TT/EPS FONTS
☐ IMAGES MODIFIED

TYPOGRAPHY

☐ LINE BREAKS/H&J/OVERFLOW TEXT
☐ RUNAROUND ON MODIFIED PICS ..
☐ GRAPHIC ALTS? CHECK STACKING..

PROOF

CMYK COLOURS .. IMPO CORRECT ☐
PAPER SIZE PAGE RANGE....
COLOR MANAGED.. QUALITY

COLOUR SEPARATION

☐ CHECK SPOT ASSIGNED IN DRAW PROG ☐
☐ TRAP VALUES (inc. EDIT TRAP BOX) ☐
☐ SPOT COLOUR NAME/VALUE
☐ PROCESS SPLIT DTP/DRAW/IMAGE
☐ APPENDED COLOURS NAME CONFLICT ☐
TINTS OUT OF SOLIDS/DOUBLE HITS
☐ CUTTER GUIDES ETC TO OVERPRINT ☐
☐ BLACK DENSITY(RICH K/GRADS/PHOTOSHOP) ☐
CHECK BEHIND BLACKS INC. RICH K
FORCE BLACK TO KNOCKOUT (99.9%)☐
SHADOW TEXT TO KO / TEXT ITEMS ARE KO'D

IMAGES

☐ MODE/COMPRESSION
☐ TIFF/EPS SWITCH PATHS / CHANNELS / RUNAROUNDS
☐ RESOLUTION/CREATE COMPOSITE?
☐ BLACK GENERATION ETC.
☐ DUOTONES/SPOTS/FLAT COLOURS ..
☐ TIFFS: OVERPRINT BACKGROUNDS, ETC
☐ RUNAROUNDS:-MODIFIED/REPLACED PICS....
☐ PICTURE OFFSETS/KEYLINE FIT
☐ RESIZE/RECROP/RESAMPLE*
☐ *MULTIPLE SIZE IMAGE CHECK

ILLUSTRATION PROGRAM

☐ **BOUNDING BOX! (BLEED OR NOT)**
☐ CHECK NESTED IMAGES/CREATE COMPOSITE?...
☐ KEYLINE/ARTWORK MODE CHECK..
☐ (UN)GROUPING /CHECK STACKING ORDER.....
☐ TRAPPING & %FACTOR (OVERPRINT COLOURS?)
☐ BLACK DENSITY (RICH K/GRADS)
☐ CREATE COMPOSITE BACKGROUND IMAGES? ..

IMPOSITION ISSUES ETC...

PLACING EPS IN QUARK FOR IMPO. (BLEED OR NOT) CHECK BOUNDING BOX TYPE & OFFSETS ☐
MERGING OR SPLITTING DOCUMENT*☐
*LINKS/REFLOW/H&Js/ALIGN/INDENTS
*AUTO NUMBERING/BASELINE GRID
REDUCING MARGINS:- ITEMS, BLEED & OVERLAP
CLEAN GUTTERS/TABS
INTRICATE SHAPE CUT-OUT **BLEEDS**
GROUP or EPS ELEMENTS FOR MANUAL IMPO?...
MERGE-DOC **APPEND** CONFLICTS?
OFFSET DIFFERENT SIZE PAGES FOR BACKUP
READERS OR PRINTERS SPREADS?
ESTABLISH FIRST PAGE IN DOC.....
LEFT & RIGHT HAND PAGE MARGINS..
LEFT & RIGHT HAND PAGE BLEEDS.....
BLEED BOTH SIDES/PERFECT BOUND ..
CREEP PAGES FOR SADDLE STITCH

FINAL CHECKS

☐ STACKING ORDER
STEP AND REPEAT ITEMS ALTERED?
☐ REG' ITEMS OFFSET TO BACK
DUOTONE/COLOUR NAMES/ANGLES ..
COLOUR MODE/VALUE/ALL PROGS
CUSTOM TRAPS (SPECIALS/BLACKS/RICH K)..
CHECK IF READERS OR PRINTERS SPREADS ☐

PRESS READY

ALWAYS PIXELPROOF SPOT JOBS FOR SEPS.☐
IMPOSITION(inc preview) CHECKED (mirror?) ☐
ALTER TRIMS FOR ROLL FOLD ETC.....
PLANNING - SHEET SIZE/MARGINS/HEADS ETC ☐
DOUBLE HITS AS PROCESS SEPS*
MAPPING SPOT TO PROCESS
PRINTING SPOT AS PROCESS*.....
*CHECK CMYK INDEPENDENCE
INK BARS – SECTION TABS–SPINE MARKS ☐
COLOUR BARS ON OR OFF
JOB/COLOR INFO ON PLATE(BLEED 10MM)

PRINT SETUP

DESTINATION PRINTER
PAGE SIZE.....
PRINT SIZE
WORK & TUMBLE **DO THE MATH!** ..
SADDLE STITCH..... PERFECT BOUND ☐
GRIPmm MARGINS.....mm
GRINDmmmm
GRIP HEAD LAY BACKmm
SEPARATIONS COMPOSITE.....
PAGE SIZE* ORIENTATION..
*MAX FILM AREA 700 x 632mm/CROSSFIELD PREFS
POS EM DOWN 100% SIZE.... OR:.....
TRAPPING REQ'D?☐ PRINT ALL COLOURS?☐
OVERPRINT BLACKS OFF FOR METALLICS/RICH K☐
COMPOSITE BUT BLACK ONLY FROM PDF etc.....
CHECK WHITE KO FROM PDF (SEND COMPOSITE?)☐
PAGE RANGE COMMON COLOUR ELEMENTS?..
PAGE RANGE FOR SPREADS OR SIGNATURES..
PRINT IMPO-LITE SECTION BY SECTION TO CROSSFIELD
DO ITEMS MIRROR, MARGINS FOR GRIP
GRIP: ALL SAME OR LEFT & RIGHT
PIXELPROOF CHECKED*
ROAM CHECKED
*ALTS SINCE PROOF ALL SEPS RE-SENT?
*REPLACED SEPS DELETED.....