Quality Checklist_Final Files

Job No: ....

Date: ....

GPC DO

- ❏ ❏ Update artwork status to "**Lithography**"
- ❏ ❏ Check "**Epson Substrate | Workflow**" information available in "**Colophon**" as per briefing instruction
- ❏ ❏ Remove Unwanted Layers **|** Unused Swatches **|** Stray Points **|** Guides **|** Hide or Locked Elements **|** Symbols
- ❏ ❏ Check Opacity Mask - Text need to be Outlined (Check document info)
- ❏ ❏ Images in PSD format **|** CMYK **|** 100 % **|** 300 Dpi
- ❏ ❏ Check Colour separations
- ❏ ❏ Check Create PDF Compatible File (**Final file is saved with PDF Preview**)
- ❏ ❏ Check "**AI**" file preview in finder (**Preview must be complete artwork**)
- ❏ ❏ Check final "**AI**" file with Final Approved pdf file

MI

- ❏ ❏ Bar width Reduction to be 0.03mm (**for HAK**)
- ❏ ❏ Resolution of shadings to be 300 ppi while convert ai to artpro format (**for HAK**)
- ❏ ❏ Deliver Open files (**Brandnew**)
- ❏ ❏ "**Braille**" info kept aside of the artwork in OL PDF (**NDS**)

HEMA

- ❏ ❏ Convert Artwork to OL & Make PDF
- ❏ ❏ Take printout and Scan the **Barcode**
- ❏ ❏ Create delivery folder with help of "**Art Files**"
- ❏ ❏ Place "**Read_me.pdf**" inside delivery folder

Clear