

INDIGO CHECKLIST

☐ S ☐ L

Job proofed on (S) Small Format or (L) Large Format Press

☐ S ☐ H

Stock: Special (S) or House (H)

☐ Y ☐ N

Does number up on sheet match ticket?

☐ Y ☐ N

Does sample quantity printed vs. quantity requested match?

☐ Y ☐ N

Does this job require make ready for finishing?

☐ Y ☐ N

Does the press sheet match the final proof?

☐ Y ☐ N

Is the image placement okay?

☐ Y ☐ N

Does job require outside services?

☐ Y ☐ N

Slip sheet/stagger needed?

☐ S ☐ D

Simplex (S) or Duplex (D)

☐ Y ☐ N

Does job collate?

☐ Y ☐ N

Does this job require coating? ☐ AQ ☐ UV ☐ None

☐ Y ☐ N

Does this job require laminating?

☐ Y ☐ N

Mark gripper and guide?

☐ Y ☐ N

Operator has inspected printing to look for defects?

Notes:

Date:Initials:

PRESS COUNT

Form	Quantity	Operator

Date Completed:

Time:AMPM

PRINT

Job:

Add'l Copies: ☐ Lettershop ☐ Press ☐ Distribution ☐ STP

DIGITAL PRINT PRODUCTION

Customer:

Previous No:

Subsequent No:

• Product has passed required inspection • Product conforms to customer specifications

• Product is ready for release to the next operation

INVENTORY USAGE LOG

	11100	11.125 x 8.75 x 2" Mailer
	11101	11.125 x 8.75 x 4" Mailer
	11102	8.75 x 11.25 x 6"
	11103	11.25 x 8.75 x 9" Carton
	11104	12.5 x 9.5 x 6" Carton
	11105	12.5 x 9.5 x 13" Carton
	11106	17.25 x 11.25 x 6" Carton
	11107	17.25 x 11.25 x 9" Carton
	11108	18 x 12 x 12" Carton
	11113	18.25 x 12.25 x 6"
	11121	BC3 (250 CT)
	11122	BC2 (500 CT)
	11151	4 Way Wood Pallet
	11153	Heat Treated Wood Pallet
	11170	24" Gaylord Top
	11171	24" Gaylord Bottom
	51000	Chipboard 26pt. 26 x 38"
	51010	60# Text 23 x 35"
	51011	60# Text 23 x 38"
	52001	1/2" 969 Tape
	52002	1/2" Liner Tape

Date:

Initials: