

## GENERAL JOB REQUIREMENTS AND PREFLIGHT

☐ New Job# \_\_\_\_\_ ☐ PU Job# \_\_\_\_\_

Client: \_\_\_\_\_ Sales Rep/CSR: \_\_\_\_\_

Job Description: \_\_\_\_\_

File Info: ☐ CD ☐ Master Files ☐ Sales Folder \_\_\_\_\_ ☐ Creative# \_\_\_\_\_

☐ Media Platter \_\_\_\_\_

☐ FTP - Explicit ☐ FTP - Open Access ☐ Other \_\_\_\_\_

Description	Pgs.	Flat Size (W x H)	Folded Size (W x H)	Colors	Bleeds
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N

☐ FSC ☐ SFI Paper Stock: \_\_\_\_\_

Konica: ☐ Perfect Bound ☐ Saddle Stitch ☐ Flat \_\_\_\_\_

Indigo: ☐ Static ☐ Variable \_\_\_\_\_

Laser: ☐ Static ☐ Variable \_\_\_\_\_

☐ New Die CAD# \_\_\_\_\_ ☐ Standing Die# \_\_\_\_\_ PU Job# \_\_\_\_\_

☐ Converting Envelope \_\_\_\_\_ Sheet Size: \_\_\_\_\_ Vendor: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Preflight Issues:

☐ OK to proceed | CSR Initials \_\_\_\_\_

Fonts: ☐ Missing ☐ Corrupt ☐ Unembedded

Images: ☐ Missing ☐ Corrupt ☐ Low Res ☐ RGB Profiles

Other: ☐ No Bleed ☐ Different Trim Size \_\_\_\_\_

Notes to Prep:

Initials:

Date:


## PREMEDIA JOB PLANNING

Layout: ☐ New ☐ Picked Up ☐ Picked Up & Altered ☐ Layout is complete

Folio Pattern: ☐ 1, 2, 3... ☐ Page 1, Page 2, Page 3... ☐ A, B, C... ☐ FC, InFC, 1, 2, 3..., InBC, BC

☐ FC, InFC, 3, 4, 5..., InBC, BC ☐ FC, InFC, A, B, C..., InBC, BC ☐ FC, InFC, i, ii, iii..., InBC, BC ☐ FC, 1, 2, 3, 4..., BC

## PREMEDIA FILE ASSEMBLY AND PROOFING

R1	R2	R3	Checklist:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Layout matches job specifications outlined on ticket
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked document for bleed, re-flow, colors, trap and page size
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Created die line/aqueous impo files on seperate layer, named properly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked file against standing die line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF file created
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted files to InSite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ScreenDot Proof
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Epson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Konica
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improof
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Black & White Color Separations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indigo ***PDF file checked for issues then exported to JLT folder and removed from press
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Folding proof made and properly marked for production
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof checked and approved for postal specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FSC/SFI approval checked

Notes:

Initials:

Date:

SSOE Initials:

SSOE Date:

## PREMEDIA PLATING

R1	R2	R3	Checklist:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Postal approval provided for mail piece. *** <i>Must have before plating</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FSC/SFI approval provided. *** <i>Must have before plating</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified quantity, layout, forms, press marks and colors before plating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VPS checked before plating

Press:	Qty:	Coating:	Line Screen:	Blanket	Qty:
<input type="checkbox"/> Jet		<input type="checkbox"/> Coated <input type="checkbox"/> Uncoated <input type="checkbox"/> UV	<input type="checkbox"/> 175 <input type="checkbox"/> 200 <input type="checkbox"/> Stoc_____	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> 629		<input type="checkbox"/> Coated <input type="checkbox"/> Uncoated <input type="checkbox"/> UV	<input type="checkbox"/> 175 <input type="checkbox"/> 200 <input type="checkbox"/> Stoc_____	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> 540		<input type="checkbox"/> Coated <input type="checkbox"/> Uncoated <input type="checkbox"/> UV	<input type="checkbox"/> 175 <input type="checkbox"/> 200 <input type="checkbox"/> Stoc_____	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> 640		<input type="checkbox"/> Coated <input type="checkbox"/> Uncoated <input type="checkbox"/> UV	<input type="checkbox"/> 175 <input type="checkbox"/> 200 <input type="checkbox"/> Stoc_____	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Full Web		<input type="checkbox"/> Coated <input type="checkbox"/> Uncoated <input type="checkbox"/> UV	<input type="checkbox"/> 175 <input type="checkbox"/> 200 <input type="checkbox"/> Stoc_____	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Half Web		<input type="checkbox"/> Coated <input type="checkbox"/> Uncoated <input type="checkbox"/> UV	<input type="checkbox"/> 175 <input type="checkbox"/> 200 <input type="checkbox"/> Stoc_____	<input type="checkbox"/> Y <input type="checkbox"/> N	

Notes:

Initials:

Date: