

# Basic Quality Expectations

Remove product with visible flaws  
and/or alert appropriate staff to determine path forward

Value Stream	Minimum Items to Check and Validate
Print - Includes Color Digital, Sheetfed, Web & Laser	Color, ink densities, registration, scratches, hickies, smudges, splotches Missing, extra or low res text or images Back-up, #up, quantity, form version, paper type/size, bleeds, head/foot direction
Print - Includes Black Laser and Inkjet	Smudges, splotches, position of print Missing, extra or low res text or images Back-up, #up, quantity, form version, paper type/size, head/foot direction
Die-cut	All crease, cut, perf positions throughout entire first and last sheet per load Side to hit from, quantity
Strip	Clean removal of excess paper front and back, no paper tears. (use sanding tool if needed) Appropriate version handling/sorting
Cut	Size, bleeds, proper head/foot trims Appropriate version handling/sorting
Fold / Convert	All perf, fold & glue positions on piece No dog ears, smudges, belt/roller marks, wrinkles Appropriate version handling/packaging, quantity
Laminate	Orientation, wrinkles, adhesion, full coverage
Stitch	Trim size, staple position, straight / square Belt/roller/knife marks Version handling, pagination of sigs, orientation of pages/cover, quantity
Bind	Trim size, crisp binding edge, backbone centered & straight Belt/roller/knife/glue marks Version handling, pagination of sigs, orientation of pages/cover, quantity
Insert	Address block/barcode visibility, Version handling, orientation, order of inserts, quantity
Shrink	No holes, proper closure, tight to product, doesn't curl product, quantity
Kit / Hand Work	See value stream of task that manual work is taking the place of