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## *Checklist for Print Ready Files*

*Correct Color Space:* CYMK, RGB, Spot Color (PMS)

*Scan & Image Resolution:* 300 dpi or greater  
*Save as TIFF or EPS*

*Bleed:* Small Format 1/8", Large Format 1/2"

*Live Area:* 1/4" from the cut edge

*Trim:* equal to finished size

*Deadline:* when you must have project in hand

*Turnaround Time:* time it takes printer to complete project

*Packaging:* Fonts, Images, File Types

*Registration Marks:* used only in offset

*Crop Marks:* Used in both offset and digital printing

*Color Bars:* Primarily used in offset printing

*Proof:* include .jpg of your project in finished size

*Do you need a proof from the printer?*

*Communicate with your printer*



*All notes available @*  
*www.standoutprinting.net*