

| Proof Checklist | |
|--------------------------|--|
| <input type="checkbox"/> | Are all pages included in the proof? |
| <input type="checkbox"/> | Are the pages in the proper order & page numbers correct? |
| <input type="checkbox"/> | Are all images/photos included and in proper placement? |
| <input type="checkbox"/> | Are photos cropped correctly? Are all photos facing the proper direction? |
| <input type="checkbox"/> | Do photos & graphics have good contrast? |
| <input type="checkbox"/> | Are all fonts correct? |
| <input type="checkbox"/> | Is the text crisp & spaced properly? |
| <input type="checkbox"/> | Are the margins & page alignment(s) correct? |
| <input type="checkbox"/> | Double check all names, addresses, email & web addresses, and telephone numbers |
| <input type="checkbox"/> | Double check spelling & punctuation |
| <input type="checkbox"/> | Are there any missing characters or broken type? |
| <input type="checkbox"/> | Are there dust spots, printing marks, or dirt marks? |
| <input type="checkbox"/> | Check color placement & color consistency throughout the pages. If you have received a color accurate proof, are the colors correct? |
| <input type="checkbox"/> | Measure the final trim size and check folds for accuracy |
| <input type="checkbox"/> | Verify any finishing elements like die-cuts, embossing, foils, varnishes, etc. |
| <input type="checkbox"/> | Verify that bleeds extend beyond the trim marks |
| <input type="checkbox"/> | Confirm the weight and color of the final paper stock |