

Booklet Printing Requirement Checklist

GENERAL INFO

Project Name
Contact Person
Deadline

FILE PREPARATION

Final artwork provided
PDF file, print-ready
No crop marks or extra elements
Fonts outlined/embedded
Images at correct resolution (300dpi)
Bleed and safe margins applied

BOOKLET SPECIFICATIONS

Finished size
No. of pages
Paper type (cover & inside)
Paper weight (gsm)
Color (full color/BW)
Binding type
Cover finish (matte/gloss/none)

QUANTITY & DELIVERY

Quantity required
Delivery address
Special instructions