ART PREP CHECKLIST

NAPCO
800.854.8621
info@napcousa.com

VULCAN INFORMATION PACKAGING
800.633.4526
info@vulcanpackaging.com

Date: _____ Sales | Project Manager: _____

Job Name: _____ Job Numbers: _____

TEMPLATE

- [ ] YES [ ] NO Artwork is set up on template provided by NAPCO or Vulcan
- [ ] YES [ ] NO Template is in a separate layer, not embedded in artwork
- [ ] YES [ ] NO Correct amount of bleeds are provided according to template
- [ ] YES [ ] NO Artwork is not on your template, we would like NAPCO or Vulcan to set up on template

FILE TYPE

- [ ] **PDF**
  - [ ] YES [ ] NO PDF is Press Quality
  - [ ] YES [ ] NO All fonts and images are embedded (we cannot modify or adjust pdf files that do not have fonts outlined and images embedded)
  - [ ] YES [ ] NO All non-printing elements are removed
  - [ ] YES [ ] NO Template is removed or is in a separate layer
- [ ] **ADOBE ILLUSTRATOR**
- [ ] **ADOBE PHOTOSHOP**
- [ ] **ADOBE INDESIGN**
  - [ ] YES [ ] NO Layered file provided with template in separate layer
  - [ ] YES [ ] NO All linked images and fonts are included
    (for InDesign best results, use the "Package" function under "File" menu)
- [ ] **OTHER:**

FONTS

- [ ] YES [ ] NO Fonts are converted to outlines (we will not be able to edit text)
- [ ] YES [ ] NO Fonts are embedded in files such as PDFs (we will not be able to edit text)
- [ ] YES [ ] NO Font files are included in package

LINKS AND IMAGES

- [ ] YES [ ] NO Linked images are provided or embedded in file
- [ ] YES [ ] NO Images are at least 300 DPI (Pixels/Inch) at actual size

ADDITIONAL

- [ ] YES [ ] NO Art file is set up in CMYK (files supplied in RGB format will be converted to CMYK and colors will shift and appear different from original)
- [ ] YES [ ] NO Art file contains spot Pantone colors
    (note for digital printing, Pantone colors will be converted to CMYK for closest match)
- [ ] YES [ ] NO Vivd3D embellishments are provided in a separate layer or clearly indicated
- [ ] YES [ ] NO Transparency effects are converted to CMYK and flattened