



DOCUMENT CHECKLIST

- Did I Preflight the file if possible?
 - Are all fonts included?
 - Are there missing links?
 - Are my images RGB, CMYK, the proper resolution? been saved correctly?
 - Are my colors organized? Spot? Process? Duplicate colors?
 - Did I package or collect for service provider?
 - Did I include a sample printout of the file?
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PDF CHECKLIST

- Do I need a high res or low resolution specific file?
- Are all fonts imbedded?
- Are there missing links?
- Are crop marks necessary?
- Verify size of pdf file?
- Did I view my finished pdf file? On a Mac or PC?