

# 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 Vivid3D embellishments are provided in a separate layer or clearly indicated
- YES  NO Transparency effects are converted to CMYK and flattened