

Artwork preflight checklist

Use this checklist before sending packaging artwork for production review. It helps your team prepare a complete, clearly organized handoff and reduces avoidable proofing delays.

READ Y	CHECK	WHAT GOOD LOOKS LIKE
☐	File version	Supply the native working file in the current software version, without password protection.
☐	Links and fonts	Include or package all linked images. Outline fonts or include the licensed font files your agreement permits you to share.
☐	Bleed and safe area	Extend backgrounds 3 mm (0.125 in) beyond the cut line and keep critical content inside the approved safe area.
☐	Layers and overprint	Organize and name layers clearly. Confirm intended overprint settings and remove hidden or unused production content.
☐	Images	Use linked images at 300 ppi at final size. Avoid screenshots and low-resolution images.
☐	Color and finishes	Build process artwork in CMYK. Name spot colors and place foil, embossing, debossing, varnish, or ink finishes on separate layers.
☐	Barcode and QR	Use crisp vector artwork, preserve the quiet zone, and verify scans using the intended printed size.
☐	Reference PDF	Include a flattened, high-resolution PDF for review with notes or callouts for production details.

Before you send	Name the approved file version clearly, include a reference PDF, and identify any finishing layers or production notes that require special attention.
-----------------	--