

Quality specification checklist

Use this checklist to organize the decisions that define a clear custom packaging specification. Project-specific requirements are confirmed in the written quotation, approved artwork, and applicable proof or sample.

READY	DECISION AREA	DETAILS TO CONFIRM
☐	Product and fit	Product type, dimensions or samples, fragility, orientation, opening behavior, and insert priorities.
☐	Structure	Box style, closure direction, dieline version, panel order, insert configuration, and confirmed tolerances.
☐	Materials	Board or wrap direction, surface feel, coatings, laminates, sustainability requirements, and approved alternatives.
☐	Artwork and copy	Final artwork version, panel layout, spelling, required copy, barcodes, orientation, and safe-area review.
☐	Color and finishes	CMYK or spot-color references, foil, embossing, debossing, white ink, varnish, and finish placement.
☐	Proof or sample	The review format required for appearance, structure, product fit, and documented buyer confirmation.
☐	Order scope	Approximate quantity, destination, target timing, packing configuration, labels, and receiving details.
☐	Approved reference	The specification, artwork, and applicable proof or sample that will guide the current project review.

Before approval	Name one current specification and artwork version. Record changes clearly, identify the person authorized to approve them, and confirm which reference replaces the previous version.
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