Checklist for File Submission

Please use this checklist when submitting your files to Heinzen Printing. This list is to help you avoid potential problems, additional costs and can help speed up the turn-around time of your project. If you have any questions, feel free to call Customer Service at 715-384-4959 or email csr@heinzenprinting.com.

❑ **1. File Name**

Keep the name simple. Use the company name, project name or PO number to help identify files.

❑ **2. Page Size**

The document size should be the same as the final trimmed size.

❑ **3. Panel Sizes/Folding**

Make sure panel sizes and folds are correct and place information in the document accordingly. Print out a hard copy and fold it to make sure the information is placed where you want it to be.

❑ **4. Bleeds/Crop Marks**

If any element on the page extends past the edge of the document, make sure the artwork is extended at least .25" inches from the edge, this is called a bleed. It is necessary to have that extended area included for trimming purposes. When creating a PDF, remember to include bleeds, as well as crop marks.

❑ **5. Graphics/Images**

If images are in color, the file should be in the CMYK format, not RGB. RGB is used for viewing images on the web. If the images are in black and white, remember to save the file as grayscale, otherwise it will be in CMYK.

Are the images in the document high resolution, meaning is it at 300 dpi? If not, the image may appear blurry and pixelated.

❑ **6. Text**

If text is black, double check that the text is 100% black and not registration black (CMYK black). If text is in color, make sure it is in pantone color or CMYK, not RGB.

❑ **7. Mailing Regulations**

Check with the post office to be sure that the sizes, paper weight, folds, etc. follow all current postal regulations for any project that is being mailed. Make sure the mailing information panel is correct. There have been several mailing changes recently. If you follow all guidelines, the turn-around time of the project will be faster and you will avoid additional costs.

❑ **8. Proofread**

Please proofread the file before sending. Double check all aspects, such as spelling, sizes of page elements, numbers, page size, colors, folding, artwork, etc.

❑ **9. File Format**

If possible, please save the file as a PDF with bleeds and crop marks if applicable. By saving this way, the information on the document will not move and fonts will not be substituted due to different program formats.

❑ **10. Die Lines**

Please submit three separate files if the project will be die cut. One file with the die line placed on the image; one file of only the image; and the third file of only the die line in a vector artwork format. By submitting the artwork this way, we can see where the image will be die cut and create the die accordingly.

❑ **11. Project Due Date**

Please let us know when you would like the project to be completed. Depending on the complexity of the project, normal turn-around time is 3-10 business days.

❑ **12. Quantity**

Please tell us how many printed pieces you would like.