ERP
EAST RIDGE PRINTING
EFFICIENT • RELIABLE • PERFECTION

Proof Review Checklist:

How else can East Ridge Printing exceed your expectations?

- **Personalized Online Storefronts**
  These days, you need to save time wherever you can. That's why East Ridge Printing's Personalized Storefronts are designed to make ordering and reordering easier for you, 24/7.

- **We're Quality Control Hawks**
  We worry about the print quality, so you can worry about everything else you need to do.

- **Worry-Free Printing**
  If it's not up to your standards—or ours—we'll reprint it. It's that simple.

- **We're Easy to Work With**
  We even fix files that need minor tweaks, free.

❑ **Color Accuracy –** Color throughout the project is to your expectation

❑ **Clarity –** confirm all content and images appear as you intended

❑ **Complete copy –** Ensure nothing was left out or there were no reflow issues during your file transfer

❑ **Margins –** Content and images that are not intended to bleed off the page should be at least .25" from all page edges

❑ **Size –** the finished size is what you intended it to be

❑ **Cross-overs between pages –** Do they line up properly and is there any critical information or images on the seam that should be moved

❑ **Bleeds –** there are no white borders in areas where the image is intended to bleed

❑ **Previously requested changes –** proof read to ensure all final changes have been made to your project before approving for production

❑ **Accurate line breaks –** review your files carefully for reflow which could occur when files are opened on different computers

❑ **Accurate page numbers –** if your project has page numbers, review to ensure they are in sequence

❑ **Typefaces and font size –** review carefully for fonts that may have defaulted and do not appear to be accurate

❑ **Spelling –** always double check spelling throughout for accuracy

❑ **Zip codes/phone numbers/addresses/times/locations/etc. –** carefully review your contact information for 100% accuracy

❑ **Page order** (if there are multiple pages) **–** Make sure the pages of your project are in sequence per your expectation

❑ **Quality** (no visible flaws or blemishes) **–** graphics and images are clear, flesh tones and your corporate colors are accurate

❑ **Folds –** make sure your content is positioned properly with adequate spacing so it does not interfere with folding

❑ **Special Finishing –** perforations, diecuts, embossing, foil stamping, etc.

THE PROOF IS IN THE TESTIMONIALS

Read what our client's have to say. EastRidgePrint.com/testimonials

SATISFACTION
ERP PROMISE
GUARANTEE

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