

Artwork Approval Checklist

Use one copy per proof version. Follow the printer's specification; mark N/A where a check does not apply.

Job / client: _____ File / version: _____

Done	Before artwork goes to print
☐	Dimensions: trim, bleed, safe area and folds match the spec.
☐	Images: final-size resolution meets spec; all images checked.
☐	Colour: mode, profile, spot colours and ink limits checked.
☐	Copy: spelling, names, prices, dates, contact details and links checked.
☐	Fonts: correct fonts and linked assets embedded or supplied.
☐	Export: PDF format, marks, bleed and version checked in the exported file.
☐	Mandatory elements: required text, marks and credits present; barcodes and QR codes tested.
☐	Sign-off: authorised reviewer approved this exact version; decision and timestamp saved.

Checked by / date: _____

Final approver / date: _____

Approval record or link: _____

Keep the approved file unchanged. Changes need a new proof, relevant checks and fresh sign-off before print.

Full guide: approvetrail.com/blog/artwork-approval-checklist