



## PRINTING, BINDING AND PACKING QUALITY CHECKLIST

Job N#:  
Job Name:  
Total # of pages:  
Printer Name:

Pre-printing Checkpoints	Compliant	Non-compliant	Tolerance	Comment
<b>Prepress</b>				
Ready to print files in PDF				
Presence of Bleed				
Presence of trimmarks				
Presence of color bar				
Page size complies with technical specification				
Number of pages complies with requirement and with the constraints of the printing process				
Font embedded in the PDF files				
Texts and images not closer than 5 mm from the trim				
Files in CMYK ready for printing				
Maximum CMYK color application			Maximum 280%	
If printing in Black only, Files in Greyscale and not in CMYK				
Black text created 100% in black overprint				
Minimum printable line			Minimum 0.25 mm	
Picture resolution			Minimum 300 dpi	
<b>Paper</b>				
Size			1 mm	
Paper quality & gsm			2g/m <sup>2</sup>	
Paper grain parallel to spine (cover)				
<b>Form/formproof</b>				
Presence of trimbox, cutting marks on the formproof				
Layout specification according to the binding type				
Presence of a color bar on the printed sheet				

Printing Checkpoints	Compliant	Non-compliant	Tolerance	Comment
Color Registration			0,2mm	
Color Density measure			Check the color bar	
Black density measure			Check the color bar	
Color Matching with proof				
Missing dots				
Printing quality of text				

Post-printing Checkpoints	Compliant	Non-compliant	Tolerance	Comment
<b>Cover Protection</b>				
Quality of UV coating - scratch test				
Quality of lamination - Check that the folie does not come off the paper				
<b>Cutting</b>				
Presence of Cutting marks and Folding marks				
Cut to the Bleed Box				
<b>Folding</b>				
Fold Quality and accuracy of the cover (for saddle stitching) - No cracking on the back				
Fold Quality and accuracy of all forms				

Binding Checkpoints - Saddle stitching	Compliant	Non-compliant	Tolerance	Comment
<b>Saddle Stitching</b>				
Quality of staples				
Staples properly closed				
Centering of staples				
<b>Trimming</b>				
Right Book Size				
Trimming Sharpness				
90° trimming of the book				
All Sections and cover alligned				

Binding Checkpoints - Perfect Binding	Compliant	Non-compliant	Tolerance	Comment
<b>Perfect Binding</b>				
Cover scoring				
Cover is 2 mm bigger in head and in foot than the inside block				
Presence of markers for checking the right number and sequence of signatures				
Type of glue - Hotmelt, PO or PUR according to the requirement				
Spine Glue sufficient to ensure binding strength				
Side glue properly applied and sufficient to hold the cover in place				
Pull test to check if pages do not tear out of the book				
<b>Trimming</b>				
Right Book Size				
Trimming Sharpness				
90° trimming of the book				
All Sections and cover alligned				

Packing & Labelling Checkpoints	Compliant	Non-compliant	Tolerance	Comment
<b>Packing</b>				
Carton specifications comply with requirement				
Number of books comply with requirement and label information				
Book film wrapped (as per requirement)				
Size adapted to the book size				
Book packed flat in the carton				
Carton well sealed				
Carton shrinking or strapping (as per requirement)				
<b>Labelling</b>				
Labels comply with the requirement (contain all Information)				
Label correctly filled and well printed - Color and size of labels comply with the requirement				
Labels well glued on the carton				

Loading & Delivery Checkpoints	Compliant	Non-compliant	Tolerance	Comment
<b>Loading</b>				
Listing of the exact number of cartons and the content of the cartons (Packing List)				
Cartons loaded flat in the container				
No risk of downfalls				
Additional Material to avoid downfalls				
Take pictures of the loading				
<b>Delivery</b>				
Delivery Notes for all destination				
Daily Report of the distribution status				
Recovery of all proofs of delivery/Comment				
Analyse of discrepancies if any				

Date:

Signature:

Name: