

Multi-location print checklist

Project _____
Date _____

01 Final file specs

Confirm every value with the printer that will run the job.

- ☐ Every version is final and approved. No design or text changes pending.
- ☐ One finished (trim) size for the whole project, confirmed with the printer.
- ☐ Bleed is built into any artwork that prints to the edge (the printer sets the amount, often 0.125 in per side).
- ☐ All fonts are embedded or outlined in every PDF.
- ☐ Each version is its own single-page PDF, single-sided.
- ☐ Images and color meet the printer's requirements (often 300 ppi at final size).
- ☐ File names are short, unique and match the quantity sheet exactly.

03 Proof sign-off

One named approver checks the proof against the sheet.

- ☐ Every location name on the proof matches the sheet.
- ☐ Every location received the right version.
- ☐ Quantities and totals match the sheet.
- ☐ Size, stock and sides match the printer specs.

Approved by _____

Date _____

Proof or job reference _____

02 Quantity sheet columns

One spreadsheet, one row per location and version.

- ☐ **Location / recipient ID:** unique, no duplicates.
- ☐ **Location / recipient name:** as it should appear on paperwork.
- ☐ **Version file name:** the exact PDF file name.
- ☐ **Quantity:** whole numbers, no blanks.
- ☐ **Printer notes:** optional, one line.
- ☐ Total of the quantity column matches the order total.

04 Printer handoff

Everything the press needs in one message.

- ☐ Final PDFs, quantity sheet and manifest sent together.
- ☐ Finished size, stock and sides restated in the handoff.
- ☐ Delivery or pickup details for each location confirmed.
- ☐ Who approves the printer's own proof, and by when.

Printer and contact _____

Files sent on _____

Due date _____

Collatavo prepares the files; your printer prints them. \$79 USD per qualifying project: up to 10 locations or recipients, 10 final single-page source PDFs, 250 assembled output pages, 100 MB total upload, one finished size and stock, single-sided, one proof and approval cycle. Production-ready PDFs, quantity reconciliation and a digital manifest, delivered electronically. Collatavo does not design, edit, retouch, color-correct, add bleed, print or ship; larger or different work is quoted. collatavo.com/start · sales@collatavo.com · 770-615-3800