

# print project: step 1

# planning

Planning a project before you begin is an incredibly important part of the designing process. Plan in advance using this handy, downloadable pdf as a checklist. For more information regarding planning print files, contact us at [csr@acculink.com](mailto:csr@acculink.com)

## project scope



When printers quote a job, they need to know the specifications. This information is crucial for determining the best press, scheduling, and other production processes.

## paper



Paper weight, texture, and color are key bits of information to communicate to your printer. Weight can determine a book's thickness and if it can be perfect bound. Some papers can't have certain finishes or other special techniques; such as, 3dUV, scoring, etc.

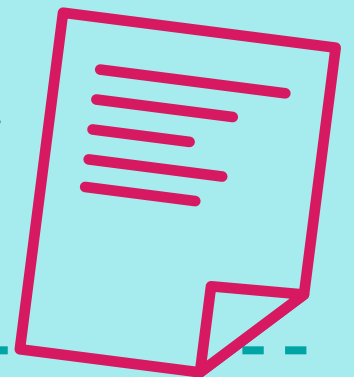
## inks



Be sure to specify the number and kinds of inks and varnishes your project will plan to use. These can include four-process, black-only, or spots.

## page layout

Define page sizes with trims and bleeds when submitting your files. This will help ensure specifications are correct for passing the preflight process.



## file formats



List the software you used to create your files. File formats include native files such as .ai, .indd, and .psd. Most printers, including Acculink, prefer a .pdf if the art is print-ready.

## artwork

Mention if your project includes photos or illustrations. Let your printer know what to expect and include in depth information.



## special requirements

Specialty work includes lamination, die-cuts, embossing, 3dUV, foil, and engravings. All of these processes need to be considered into the printing time and during quoting the project.



## schedule

Express to your printer what day you'd like your project to be delivered and to where. Be sure to specify how you would like the completed project packed. This means shrink-wrap, bundles, cartons, or skids.

