

<u>Pre-Production Checklist</u>	
<u>General Print</u>	
Paper Stock: Weight, color, finish, brand	
Recycled Paper?	
Soy Inks Needed?	
Number of colors on front	
Number of colors on back	
Are there bleeds? Left, Right, Top, Bottom, Full	
Total Quantity	
Quantity of versions/splits	
Type of proofs required: PDF, hard copy	
<u>Envelopes</u>	
Envelope Size	
Window position	
Window size	
<u>Inserts</u>	
Size of each piece	
Fold direct and location	
Perf lines and location	
Personalization: Simplex (on one side) or Duplex (on both sides)	
<u>Premiums</u>	
What premium	
Quantity of names	
Specs of premium	
Personalization required?	
<u>Art Release Checklist</u>	
All components match budgeted specs	
All versions are included in the art and are clearly marked	
All files are labeled clearly	
Pre-print versions and FPO versions are included	
<u>Data & DP Instructions Release</u>	
All data files are clearly labeled and include a file layout	
How is the data being segmented to fit the versions in the art?	
Special Data Needs: NCOA, CASS, Merge Purge, Ask Calculations, Congressional Append	
Where and how is the FPO copy applied	
Scanline Instructions	
Seed Instructions	
Sample Instructions	
Postage method (stamp, meter)	