



PRINTING CHECKLIST · 1 OF 2

A clearer brief. A better print.

Use this checklist before sending your next large-format printing job to our team.

01 / DEFINE THE DISPLAY

- ☐ Finished width × height, with mm, cm, feet or inches clearly stated.
- ☐ Quantity, required date and Chennai collection or delivery area.
- ☐ Indoor or outdoor use, viewing distance and lighting conditions.
- ☐ Material preference, surface type and a photo of the intended space.

02 / PREPARE YOUR ARTWORK

- ☐ Send a print-ready PDF or agreed high-quality source file.
- ☐ Confirm artwork scale, final dimensions and image quality with our team.
- ☐ Keep text and logos away from trim, hems, eyelets and panel joins.
- ☐ Confirm bleed, safe margins and finishing allowances for your exact job.

03 / CHECK THE DETAILS

- ☐ Proofread names, dates, prices, phone numbers and addresses.
- ☐ Check fonts are embedded or outlined and linked images are supplied.
- ☐ Confirm colour requirements; screen colours can differ from printed output.
- ☐ Review a final proof and clearly approve the correct artwork version.



PRINTING CHECKLIST · 2 OF 2

Ready for production?

04 / CONFIRM MATERIAL & FINISH

- ☐ Flex: confirm front-lit or backlit use, hems, eyelets and fixing points.
- ☐ Vinyl: confirm the surface, panel sizes, lamination and application side.
- ☐ Transparent or one-way vinyl: confirm opacity, lighting and white-ink needs.
- ☐ Canvas: confirm frame depth and image wrap or border allowances.
- ☐ Sunboard and standee: confirm board thickness or stand hardware and size.

05 / APPROVE & PLAN HANDOVER

- ☐ Approve the quotation, final artwork, size, material and finishing scope.
- ☐ Complete 100% advance payment before production begins.
- ☐ Confirm the production schedule and readiness before collection.
- ☐ Agree packing, delivery charges, vehicle size and booking responsibility.

Need help getting print-ready?

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A segment of Ultra HD Prints · 15+ years of experience.

Artwork specifications are confirmed for the selected material and job.