



Graphic Specialties, Inc.

Production Checklist

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|--------------------------|--|
| <input type="checkbox"/> | Please indicate the quantity of overs and unders that are acceptable. |
| <input type="checkbox"/> | Indicate final count requirements. |
| <input type="checkbox"/> | Include additional sheets for waste and make-ready. |
| <input type="checkbox"/> | Include a sample of the finished piece or a mockup with positions marked. |
| <input type="checkbox"/> | Clearly mark gripper and guide. |
| <input type="checkbox"/> | Furnish a ruled up press sheet. |
| <input type="checkbox"/> | Indicate if proofs are required. |
| <input type="checkbox"/> | A press check is always recommended. |
| <input type="checkbox"/> | Please mark each item, cartons, and skids with the job name and your company name. |
| <input type="checkbox"/> | Provide shipping labels, if required. |
| <input type="checkbox"/> | Indicate if to be shipped in our cartons or yours. |

Other Considerations for Books:

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|--------------------------|---|
| <input type="checkbox"/> | We have a large inventory of standard colors and sizes of wire and plastic spiral coil. Special colors and/or size orders require more lead-time. |
| <input type="checkbox"/> | Clearly mark binding edge for books. |
| <input type="checkbox"/> | Text for books need to be cut the same size. Combinations of short and long pages present a problem when punching and binding. |
| <input type="checkbox"/> | No slip-sheets are needed on jobs that are pre-collated with same size covers. |
| <input type="checkbox"/> | Books that have oversize covers should arrive separate from text. |
| <input type="checkbox"/> | If slip-sheets are necessary, they should be the same size as text. |
| <input type="checkbox"/> | It is preferred that jobs to be collated arrive skidded, not boxed, with a collating guide (mock-up). |