



## Printer Check List

**Project Name:** \_\_\_\_\_

**PAGE SIZE:** \_\_\_\_\_ **FLAT SIZE:** \_\_\_\_\_

Self Cover  + Cover  Number of pages Text \_\_\_\_\_ Cover \_\_\_\_\_

**BLEED**  Yes (1/8 inch on all sides)  No

**Type of paper:**

Coated  UnCoated  Recycled  FSC  
**GLOSS SILK MATTE DULL SMOOTH VELLUM OTHER**  
 (circle One) (circle One)

**Specify paper:** \_\_\_\_\_

**Type of printing:**  Process  Black ink only  Other: Specify  
 Pantone  
 List Pantone Colors \_\_\_\_\_

**Press Check:**

Customer OK  Sales OK  Match Proof or printed sample

**For Customer OK please list contact info:** Cell# \_\_\_\_\_

**Binding:**

Trim Only  Hinge score? yes/no  
 Saddle Stitch Binding Side: \_\_\_\_\_  Wire-0 Black/White  
 Perfect Bound Binding Side: \_\_\_\_\_  Plastic Spiral  
 Hot Glue \_\_\_\_\_ Pur \_\_\_\_\_ Specify color: \_\_\_\_\_

**Other Bindery:**  Score  Die-Cut Supply Die-line Existing Die: Yes/No

**Pocket Folders:**  One Pocket  Two Pocket  Slits for business cards

**OTHER BINDERY:** \_\_\_\_\_

**Ship Information:**

Convenient Cartons How Many per carton \_\_\_\_\_  
 Gaylord / Skid

List Delivery information including contact name, phone number, complete address

Loading Dock  Inside Delivery Office Hours: \_\_\_\_\_

Number of Samples for graphic designer/customer: \_\_\_\_\_

Drop Delivery - attach list

**Billing / Invoice Information:**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

email: \_\_\_\_\_

**Decimal Conversion**

1/64	.015
1/32	.031
3/64	.046
<b>1/16</b>	<b>.062</b>
5/64	.078
3/32	.093
7/64	.109
<b>1/8</b>	<b>.125</b>
9/64	.140
5/32	.156
11/64	.171
3/16	.187
13/64	.203
7/32	.218
15/64	.234
<b>1/4</b>	<b>.25</b>
17/64	.265
9/32	.281
19/64	.296
5/16	.312
21/64	.328
11/32	.343
23/64	.359
<b>3/8</b>	<b>.375</b>
25/64	.390
13/32	.406
27/64	.421
7/16	.437
29/64	.453
15/32	.468
31/64	.484
<b>1/2</b>	<b>.5</b>
33/64	.515
17/32	.531
35/64	.546
9/16	.562
37/64	.578
19/32	.593
39/64	.609
<b>5/8</b>	<b>.625</b>
41/64	.640
21/32	.656
43/64	.671
11/16	.687
45/64	.703
23/32	.718
47/64	.734
<b>3/4</b>	<b>.75</b>
49/64	.765
25/32	.781
51/64	.796
13/16	.812
53/64	.828
27/32	.843
55/64	.859
<b>7/8</b>	<b>.875</b>
57/64	.890
29/32	.906
59/64	.921
15/16	.937
61/64	.953
31/32	.968
63/64	.984
<b>1</b>	<b>1.</b>