YOUR ARTWORK BRIEF

Prepare the original files.

Project / _____ Version / _____ Date / _____

Logo and cover

- ☐ Approved vector logo and a visual preview.
- ☐ Brand colour references and the intended finish.
- ☐ Actual-size position, orientation and clear space.
- ☐ Use the construction-specific template supplied for your project.

Interior and content

- ☐ Final page order, page numbers, prompts and reference sections.
- ☐ Proofread names, spelling, dates and contact information.
- ☐ Check image quality and the right to use supplied artwork.
- ☐ Identify content that changes between designs or language versions.

Files and approval

- ☐ Keep fonts, linked images and the editable source together where required.
- ☐ Follow the confirmed colour, bleed and safe-area requirements.
- ☐ Record one final artwork version, approval date and approver.
- ☐ Confirm the sample method, charges, timing and what it will demonstrate.

Approved by / _____ Sample reference / _____

Share the completed checklist with your project contact before production release.

YOUR PHYSICAL SAMPLE

Review what a screen cannot show.

Project / _____ Version / _____ Date / _____

Notebook handling

- ☐ Finished size, page count, paper colour and weight.
- ☐ Writing behaviour with the pens your users carry.
- ☐ Opening near the binding and first, middle and final pages.
- ☐ Cover colour, texture, logo position and finish detail.

Presentation and packing

- ☐ Gift box fit, notebook orientation and accessory count.
- ☐ Paper band or sleeve fit, message card and printed inserts.
- ☐ Protection, carton labels and any project packing requirements.
- ☐ Check that the sample matches the agreed specification.

Production release

- ☐ Record approved artwork and sample references.
- ☐ Confirm quantities separately for each design.
- ☐ Agree inspection points and how changes will be approved.
- ☐ Confirm destination, arrival date, shipping terms and responsibilities.

Approved by / _____ Sample reference / _____

Share the completed checklist with your project contact before production release.