

PRINT-READY ARTWORK CHECKLIST

Use this checklist to help ensure your artwork prints beautifully every time.



BEFORE YOU DESIGN



1. DOWNLOAD THE TOG.ink PRODUCT TEMPLATE

Use the template for the exact product you're ordering. It shows trim, bleed, safe areas, folds/scores and other production boundaries.



SAFE AREA

TRIM LINE

BLEED AREA



2. DESIGN TO THE ART SIZE

Your artwork should match the **Art Size** listed for the product. The **Art Size** may be larger than the **Finished Size** to allow for bleed.

EXAMPLE:

Finished Size: 5"x7"

Art Size: 5.25" x 7.25" (includes bleed)

BEFORE YOU UPLOAD



3. CHECK YOUR BLEED

Background colors, photos, and artwork intended to print to the edge should extend fully through the bleed area.



4. KEEP IMPORTANT CONTENT IN THE SAFE AREA

Names, dates, logos, QR codes and other critical content should remain inside the designated safe area.



5. CHECK BORDERS AND CENTERING

Borders and frames can make normal cutting variation more noticeable. Use the template to confirm spacing and avoid placing borders too close to the trim line.



6. CHECK FONTS & FINE DETAILS

Avoid extremely thin fonts, very small text and delicate lines that may break up or be difficult to reproduce in print.



7. USE HIGH-RESOLUTION IMAGES

Make sure photos, logos and graphics are clear and not pixelated. Avoid screenshots and low-resolution web images. For best results, use high-resolution images. (300 DPI at the size they will print).



8. CONFIRM YOUR PRINT PROCESS

Make sure your artwork is compatible with the printing method you've selected. Specialty processes (White Ink, Foil, Letterpress, Thermography) may have additional artwork requirements.



9. CHECK COLOR AND BACKGROUNDS

Colors on your screen may look different in print. Confirm backgrounds, color placement and any special white ink requirements.

BEFORE YOU SUBMIT YOUR ORDER



10. CONFIRM YOU'RE USING THE FINAL ARTWORK

Make sure the most current version of your design was uploaded.



11. CHECK ALIGNMENT & POSITIONING

Look at the entire design—not just the text. Is the artwork centered? Are margins intentional? Is everything positioned correctly?



12. PROOFREAD EVERY DETAIL

Double-check names, spelling, dates, addresses, phone numbers, URLs, QR codes and other important information.



13. REVIEW THE PDF AT 100%

Zoom in and look for thin/broken text, pixelation, missing elements or anything that doesn't appear as expected.



14. FINAL CHECK: IS THIS WHAT YOU WANT PRINTED?

Your PDF represents the artwork that will move into production. Take one final look before approving.

CONSIDER A SAMPLE ORDER



Before spending \$100's of dollars on your order.

We do minimum runs of 10.

A small sample can save time, money and disappointment.

USING AN ONLINE DESIGN TOOL?

Check these 5 things



Start with the TOG.ink Product Template



Match the Product Art Size



Extend backgrounds through the bleed



Keep important content inside the Safe Area



Export using print-ready file settings



Visit our [FAQ section](#) for more help tips.



A LITTLE CHECK GOES A LONG WAY

Following this checklist helps prevent delays, reprints and extra costs — so your order arrives looking exactly how you imagined. Thank you for designing with TOG.ink!

TOG.ink

You know design. We know print.