Packaging Solutions Provider

Artwork review checklist

Use this checklist to prepare artwork for the pouch proof and record which file should move forward for each SKU.

Start with the pack drawing

- [ ] Record the finished dimensions, pouch style, drawing reference and revision.
- [ ] Mark parts of the pack reserved for seals, folds, closure, coding and barcode.
- [ ] Confirm which side of the film artwork is intended for, where applicable.

Package the artwork files

- [ ] List every SKU, artwork filename and revision separately.
- [ ] Include linked images and relevant colour references. Ask which file types to send.
- [ ] Keep artwork layers and any separate finish or white layer identifiable.

Review the proof and sign-off

- [ ] Check the product name, copy, barcode area and position at finished size.
- [ ] Record changes, the approver and the approved drawing and artwork revisions.

Project or sample reference _____

Request artwork review