

Packaging artwork checklist

Complete digitally in a PDF reader, or print and write. Tick an item only after review; record exceptions and unanswered questions on page 2. An unticked box is not an approval.

1 Identify one controlled file package

Project / product / SKU

Artwork owner / contact

Approved dieline reference / revision

Artwork file reference / revision / date

2 Review the package before submission

- ☐ Use the approved structure, dimensions, print side and panel orientation.
- ☐ Keep cut, fold, glue and finish lines controlled and clearly identified.
- ☐ Extend backgrounds to the specified bleed; protect critical content in safe areas.
- ☐ Include the agreed source files, PDF, linked images and usable font information.
- ☐ Name process / spot colors and provide agreed physical color references.
- ☐ Identify foil, white ink, embossing, coating and other finish layers separately.
- ☐ Review copy, translations, claims, SKU mapping, barcode and QR-code placement.
- ☐ Label one current package and include changes from the previous revision.

3 Record supplier-confirmed settings

Use the agreed project specification. This worksheet does not prescribe standard values.

Bleed / safe area / units

File format / export profile

Image / font / color requirements

Finish layers / minimum detail requirements

Keep an approval record

Record the evidence, reviewer and scope of each decision. A screen proof does not confirm physical fit, material or production color. Keep unresolved items visible before release.

Project / product / SKU (same as page 1)

File package revision under review

4 Match evidence to each decision

Artwork / layout

Copy, orientation, revision and placement; record the PDF or proof reference.

Evidence reference / reviewer / date / outcome or pending point

Structure / fit

Dimensions, assembly, opening and product fit; record the sample reference.

Evidence reference / reviewer / date / outcome or pending point

Print / finish / material

Record the agreed physical reference and what the chosen proof can show.

Evidence reference / reviewer / date / outcome or pending point

5 List unresolved points and the next action

Issue / required change / owner / target date

6 Record the release decision separately

Exact revision proposed for release

Authorized decision owner / date

Decision and scope (pending / changes required / approved for the stated scope)

This worksheet organizes review; it does not authorize production. Buyer content and market requirements need the appropriate review. Record any approval in the agreed project workflow.

Read the guides

Artwork preparation and approval

Product and box measurement