

Proofing Checklist

Things to watch for when checking your proof

- All the pages are included in the proof
- All the pages are in the correct order
- Everything is spelled correctly
- Grammar is correct
- No missing punctuation
- No missing words
- Font face is correct
- Margins are correct
- Bold, Italic and Font sizes are correct
- No missing characters (•, é, ®, ©, ™, ½, etc)
- Tables / Graphs are correct
- Images are present
- Images are in correct location
- Photos are cropped correctly
- Names are spelled correctly
- Addresses are correct
- Email & Web addresses are correct
- Phone #'s (including area code) are correct
- Text is crisp and spaced correctly
- Final trim size measures correctly
- All corrections from last proof have been made