

PROOFING CHECKLIST

Pub 4015

- Blues**
 - Check blues against original printout
 - make sure that cover photo matches original FPO image
 - look for broken or missing text
 - look for missing patterns or lines in figures
 - make sure that all symbols have printed properly
 - make sure that there are no unnecessary markings on pages
 - check folded gusset envelope to make sure that folds match requested size

- Lasers**
 - Check lasers against original printout
 - look for broken or missing text
 - look for missing patterns or lines in figures
 - make sure that all symbols have printed properly
 - make sure that text is double sided and stapled in top left corner
 - make sure that there are no unnecessary markings on pages

Date

Job #