

List the procedures for checking job specifications and identifying the DTP and/or pre-press requirements

Understand the job specification contained on the works instruction ticket.

From the job specification there may be items which are being supplied by the customer:

- a) Files
- b) Pictures
- c) Sample of previous printed work

Also on the works instruction ticket will be any additional instructions for printing and print finishing:

- a) Size
- b) Number of colours
- c) How many pages
- d) The size of the printed sheet
- e) The size of the trimmed job
- f) What type of paper is being use
- g) Quantity of job
- h) Finishing requirements: folding, cutting, creasing
- i) Out sourcing for printing and/or finishing

Any original artwork supplied by the client must be labelled and placed in an artwork bag or folder. Digital files supplied by the client must be copied to another storage media, so that the original file does not get damaged or lost.

If there are any problems with material supplied by the customer, the following steps need to be taken:

- a) Refer the matter to a colleague who has responsibility for contacting the customer
- b) Contact the customer to explain the problems and obtaining instructions on how to proceed, if agreed by your line manager