

Artwork Submission Checklist

A one-page review before you send files — format, size, colors, plating, backing and quantity.

PROJECT / DESIGN NAME

ORDER OR PO #

DATE

SUBMITTED BY

EMAIL / PHONE

QUANTITY PER DESIGN

1 FILE FORMAT

- ☐ Vector source supplied (.AI or .EPS)
- ☐ PDF supplied with fonts embedded
- ☐ PNG or JPG at 300 dpi (backup only)
- ☐ All text converted to outlines
- ☐ Layers named — no hidden artwork
- ☐ No missing or unlinked images

3 COLORS & FINISH

- ☐ Pantone (PMS) reference listed per color
- ☐ Soft enamel or hard enamel chosen
- ☐ Metal separations clearly defined
- ☐ UV print areas on a separate layer
- ☐ Gradients / photos flagged for UV print
- ☐ Total color count confirmed

5 BACKING & ATTACHMENTS

- ☐ Butterfly clutch
- ☐ Rubber clutch
- ☐ Deluxe clutch
- ☐ Single post / double post position
- ☐ Safety pin / magnet
- ☐ Keychain, tie-tack or bottle opener
- ☐ Back stamp text approved
- ☐ Backing card artwork supplied
- ☐ Packaging: poly bag or retail card
- ☐ Attachment placement marked

Files that do not meet this checklist may be returned for revision before production is scheduled.

ADDITIONAL NOTES / SPECIAL INSTRUCTIONS

2 SIZE & DETAIL

- ☐ Final dimensions confirmed (W × H, mm)
- ☐ Artwork drawn at 1:1 — not scaled
- ☐ Raster elements at 300 dpi minimum
- ☐ Fine lines ≥ 0.25 mm (0.7 pt)
- ☐ Gaps between enamel colors ≥ 0.5 mm
- ☐ Smallest text legible at final size
- ☐ Safety margin set for edge-to-edge art

4 PLATING

- ☐ Gold
- ☐ Silver
- ☐ Black nickel
- ☐ Antique gold / silver / copper
- ☐ Two-tone plating
- ☐ Epoxy dome
- ☐ Sandblast or textured background
- ☐ Plating shown on front and back

6 QUANTITY & ORDER DETAILS

- ☐ Quantity listed per design
- ☐ Total order quantity confirmed
- ☐ Repeat order — existing tooling on file
- ☐ Required delivery date noted
- ☐ Shipping address & method included
- ☐ Written artwork approval on file