

OEM Artwork & Packing Checklist

Keep paper printing, packaging and carton marks on separate revision records.

Buyer / company

Project / product / SKU

Product family and finished format

Specification / sample reference

01 Paper printing and label artwork

☐ Paper face ☐ Paper back ☐ Label artwork ☐ Other / not applicable

Artwork filename and revision

Final-size drawing / dieline reference and units

Review point	Check	Required detail / proof / reference
Print area, final size and scale	☐	
Print side, position, orientation and repeat direction	☐	
Colours and physical / digital colour reference	☐	
Text, logo, barcode data and any variable content or numbering	☐	
Gaps, folds and perforations; safe zones / bleed as agreed	☐	
Proposed print method and substrate / face material reference	☐	
Proof checked against the current artwork and product specification	☐	

Tick only after review. Record N/A for items outside this job.

02 Paper artwork review

☐ Ready for sample review ☐ Revision needed ☐ Hold / clarify

Reviewed by / review date

Open questions / next revision reference

Buyer preparation record. Review status does not authorize production or replace the agreed order specification.

Packing, Marks & Version Review

Record the required pack hierarchy, destination marks and document versions.

Project / SKU / sample reference

Total quantity and unit

Destination / delivery reference

03 Pack structure

Pack level	Quantity + unit	Protection / presentation	Label / artwork reference
Individual item			
Bundle / inner pack			
Export carton			
Pallet, if required			

04 Shipping marks and packing checks

Review point	Check	Required content / reference
Product / SKU, quantity, unit and carton sequence / total count	☐	
Consignee, destination and order references required on the mark	☐	
Barcode, handling / storage marks and any required weight / dimensions	☐	
Pack material, protection, closure and packing-sample / photo reference	☐	

05 Keep each document on its own revision

Document	Filename / reference + revision	Reviewer / date	Status
Paper / label artwork			
Packaging artwork			
Carton-mark proof			
Sample / specification			

Status: ready for buyer review / revision needed / hold / N/A.

Outstanding decisions and owner