HunterSourcing

Artwork Handover Checklist

Planning template | 2026 | For packaging, labels, cartons and product manuals

Use this blank checklist to agree the design scope, supplier requirements and approval record. It is not a completed factory inspection, a legal review or a production release.

PROJECT / OWNER	DETAILS TO COMPLETE
Brand / product / SKU	_____
Destination / language / quantity	_____
Printer / factory / contact	_____
Artwork version / file / date	_____

1. Define the work

[ ] Confirm each item: logo, label, retail box, shipping carton, insert/manual or digital asset.

[ ] Record dimensions and units, material, print process, finishes, languages and quantity per SKU.

[ ] Agree fee, revision rounds, sample charges, source files, usage rights and delivery milestones.

2. Prepare the production files

[ ] Obtain the printer-approved dieline; separate cut, crease, bleed, safe and glue areas.

[ ] Confirm colour references, output profile, image resolution and accepted PDF preset with the printer.

[ ] Check linked images, fonts/licences, special-finish layers and editable-file handover.

[ ] Approve the copy, warnings and barcode data with the responsible buyer or qualified reviewer.

3. Approve and archive

[ ] Distinguish a screen mockup, structural sample, printed proof and finished production sample.

[ ] Record what the sample approves: fit, content, colour, material, finish or assembly.

[ ] Test the barcode on the printed material; agree whether formal verification is required.

[ ] Close every comment, identify the final file, and obtain written buyer and supplier sign-off.

Buyer approval / date: _____ Supplier confirmation / date: _____

Notes / unresolved items: _____

HunterSourcing is a China sourcing agent. Design, printing, engineering and regulatory review must be scoped separately where needed.
Contact: info@huntersourcing.com | huntersourcing.com/services/graphics-design/