

High Tech Printing's Quality Assurance Procedures

To assure that your print job is handled professionally every time, we have implemented the following standard operating procedures.

JOB START

Upon arrival in our shop a job order form is created with all job specifications listed clearly, including quantity, size, pagination, bleeds, ink and stock information, plus finishing, packaging and shipping instructions.

Laser proofs or screen resolution PDFs supplied by the customer are required, as are the fonts and all imports used.

Questions relating to discrepancies between supplied materials, the job order form and any previous job quotation are resolved with the customer.

The job order form accompanies the job at each stage of its trip through our shop, and the operator at each station is required to acknowledge reading it.

PREFLIGHT CHECK

Electronic files are preflighted by a prepress operator to check proper resolution, import links, color mode, fonts, trapping if any and imposition.

Native files are opened and compared on screen with supplied laser proofs or screen-resolution PDFs.

The client is notified if problems are detected and available methods of correcting them are discussed.

PREPRESS

Final corrected files (native or high-resolution PDFs), are used to produce laser proofs or medium-resolution PDFs for approval by our CTP (computer-to-plate) operator and the customer.

Upon approval, final corrected files are sent to our CTP RIP. There they are processed and held before producing plates.

Calibration is verified on our Starproof/EPSON 7600 post-RIP proofing system. The post-RIP files are then sent to the Starproof system and a color proof is produced.

Upon customer approval of our Starproof color proof, calibration is verified on our Presstek CTP platemaker and a CTP operator releases the RIPed files to produce plates. The plates are checked for defects and densities.

PRESS

The press operator checks the plates, confirms the job specifications, prepares the stock, inks and press, hangs the plates and performs the make-ready on the press.

A press-proof is pulled for customer approval if desired. The press run is begun, and samples are pulled to check coverage and dot gain, usually in increments of 1,000.

FINISHING

Job specifications are checked on the job order form by the finishing operator. Equipment settings are checked and finishing is begun. Samples are pulled, usually in increments of 1,000, to check for wrinkles, squareness, binding and folding quality and trims.

PACKAGING AND SHIPPING

Packaging and total quantities are checked against the job order form and decisions are made as to wrapping, palletizing and strapping requirements. The job is prepared for shipping.

Labels are produced after checking against the shipping instructions in the job order form and shipping arrangements are made. The job is shipped. Shipping receipts are filed with the job order form.

BACKUP

Final print files are backed up and the job order form is filed.