Before you send your artwork

Use this checklist to prepare a clear enquiry. A logo, sketch or reference image can start the conversation; production-ready artwork is not required to begin.

01 / Define the project

- [ ] **Quantity per design**
  Write a separate quantity for every design. PinPerfect custom production starts at 50 pieces per design.

- [ ] **Purpose, destination and deadline**
  State who will wear or receive the pins, the delivery country and the date you need them in hand. Ask whether that date is feasible.

- [ ] **Actual dimensions**
  Choose a starting size, print at 100% and inspect the smallest lettering. Record the intended width and height in mm.

02 / Make the artwork understandable

- [ ] **A clear file and permission to use it**
  Supply your clearest logo, sketch or reference. The quote form accepts AI, EPS, PDF, SVG, PNG and JPG. Confirm you may reproduce the artwork.

- [ ] **Text, color and metal areas**
  Check spelling, letter direction and every symbol. Mark important colors and metal areas. For enamel fills, discuss how blends will become distinct color areas.

- [ ] **Details that need review**
  Flag small text, thin lines, tight gaps or must-keep features. Ask the manufacturer to confirm feasible line and fill sizes for this specific artwork.

- [ ] **Finish, attachment and packaging**
  Note soft enamel (recessed color) or hard enamel (smoother surface), plating, clutch preference and any backing card. Mark undecided choices 'to discuss'.

Keep a version name on the file, for example: project-v03. Keep the editable master as well as the file you send.

Before you approve production

Check the written specification and sample references together. Record changes explicitly, then keep one clearly identified approved version.

03 / Check the specification and sample

- [ ] **Correct version, shape and dimensions**
  Match the proof to the latest artwork. Check the outside shape, both dimensions and the design at its actual intended size.

- [ ] **Lettering and color references**
  Read every word and check symbol orientation. Confirm the agreed color references and metal finish. A screen image alone cannot verify exact physical color.

- [ ] **Front, back and attachment positions**
  Check post count and placement, clutch or magnetic attachment, and any back stamp. Ask for a back view if it is missing or unclear.

- [ ] **Real manufactured sample**
  At PinPerfect, sample approval uses photos or video of a manufactured pin before the main run. A physical sample shipment is not included in that approval process.

04 / Confirm the order

- [ ] **The written quote matches the specification**
  Confirm quantity per design, finish, attachment, packaging, setup, taxes and delivery charges. Keep the agreed quote with the approved proof.

- [ ] **Timing is confirmed**
  PinPerfect's typical production and delivery window is 4-6 weeks from artwork approval. Confirm feasibility for your destination and deadline before committing.

- [ ] **Approval is explicit and saved**
  Keep the approved file/version, sample images, date, order reference and written approval. Review the current specification and timing again when reordering.

Project / version: _____

Reviewer / date: _____