

Same-Day Funeral Program Printing Checklist

Bring this sheet — or the PDF on your phone — to FedEx Office, Staples, Office Depot, The UPS Store, or any local copy shop. It gives the print staff the exact settings for a folded, letter-size funeral program.

EXACT PRINT SETTINGS

PAPER SIZE

Letter, 8.5 × 11 in

COLOR

Full color

SIDES

Double-sided

FLIP

Short edge

SCALE

100% / actual size

FINISH

Fold & staple at center

SHOW THIS NOTE TO THE PRINT STAFF

Please print this funeral program in full color on letter-size matte or bright white paper. Print double-sided, flip on the short edge. Keep scaling at 100% or actual size. Fold once at the center and staple on the fold. Please call before printing if the PDF shows missing pages, low-resolution photos, or scaling warnings.

BEFORE YOU LEAVE HOME

- ☐ You have the **final print-ready PDF** — not a screenshot, photo, or Word file
- ☐ Photos look **sharp at 100% zoom** on screen
- ☐ **Names, dates, and service times** double-checked by a second person
- ☐ **Quantity decided** — expected guests plus 10–15% extra copies
- ☐ **Called the shop** to confirm same-day pickup for your quantity

AT THE COUNTER

- ☐ Ask for **one proof copy first**, before the full run
- ☐ Check **page order** and that the flip is on the **short edge**
- ☐ Check the **fold lands at the center** and photos print clearly
- ☐ Confirm the **pickup time** before approving all copies

WHERE TO PRINT TODAY

FedEx Office (often same day, open early and late) · **Staples** (often today) · **Office Depot / OfficeMax** (same day on early orders) · **The UPS Store** (varies — call first) · **local copy shops** (call first; most flexible). These work the same in any U.S. city — you bring the same print-ready file.

Typical cost: about \$1–3 per program for a full-color, double-sided letter sheet folded once. Prices vary by store, paper, and quantity.