FREE CHECKLISTS · A4

Edition Checklist, Fair Packing List and Cost Sheet

The practical pages for turning one finished zine into a stack of copies, pricing them fairly, and taking them out into the world.

INSIDE

- An edition checklist from finished master to bound stack
- A copy-shop run sheet
- A zine fair packing list
- A print-run cost sheet with a worked example, and an edition record

These pages accompany *The Complete Zine Making Handbook* (Quillfold Studio Handbooks, Book 1) by Margo Quillfold. You may print and photocopy them for your own zines and for non-commercial classes, libraries and workshops. Please do not sell or re-post the files; share the link **quillfold.studio/bonuses** instead.
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FROM MASTER TO STACK

Edition checklist

The master

- [ ] Page count is a multiple of four (or eight for a one-sheet zine)
- [ ] Pencil test passed: pages in order and right way up
- [ ] All words inside the safe area, clear of the fold
- [ ] Paste-up edges glued flat and whited out
- [ ] Cover readable from a metre away
- [ ] Back page: title, issue number, date, your name or handle, price or "free", "trades welcome"
- [ ] Someone else has proofread it
- [ ] Every image is yours, public domain, or used with permission
- [ ] Masters stored flat in a folder

The test copy

- [ ] One copy printed double-sided at Actual size
- [ ] Folded and bound like the real thing
- [ ] Darkness checked: pencil and photos readable
- [ ] Read through, start to finish
- [ ] Final settings written on the folder

Copy-shop run sheet

- [ ] Masters, dummy, page map, payment
- [ ] Copies needed + 10% spare: _____
- [ ] Paper size and type loaded; glass clean
- [ ] Original type: Text (line art) or Photo
- [ ] Sides: 1 → 2, flip on short edge for booklet sheets
- [ ] Run in batches of 20–25; check every 10th copy
- [ ] Coloured slip between batches and between sheets
- [ ] **Masters collected from the glass and the feeder**

Folding and binding

- [ ] Sheets folded with a bone folder or spoon
- [ ] Sheets nested in order (sheet 1 outside)
- [ ] Staples on the fold, about 2 in (5 cm) from head and tail, or sewn
- [ ] Fore-edge trimmed if creep shows
- [ ] Copies counted and boxed by title

PACK THE NIGHT BEFORE

Zine fair packing list

On the table

- [ ] Zines, counted, in boxes by title
- [ ] Browse copies marked "sample"
- [ ] Price cards and a table sign with your name
- [ ] Tablecloth (a sheet works)
- [ ] Small stands or book easels for height
- [ ] Free mini zines or cards to hand out
- [ ] "Trades welcome" sign

Money

- [ ] Cash box with change in small notes and coins
- [ ] Card reader, charged, or a printed payment QR code
- [ ] Sales tally sheet and pen
- [ ] Bundle prices worked out in advance

Repair kit

- [ ] Tape, scissors, binder clips
- [ ] Stapler and spare staples
- [ ] Marker for last-minute price changes
- [ ] Paper bags or envelopes for buyers

You

- [ ] Water and a snack
- [ ] Layers: halls are often cold
- [ ] Phone charger
- [ ] A notebook for trades and contacts
- [ ] The fair's map, load-in time and table number

AFTER THE FAIR

Count what sold, note who you traded with (they are your first readers for issue two), and fill in the edition record overleaf while you still remember.

PRICE IT SO IT PAYS FOR ITSELF

Print-run cost sheet

Zine _____ Issue ___ Pages ___ Size _____ Date _____

	Item	Worked example*	Your zine
A	Printed sides per copy	8	
B	Price per printed side	$0.12	
C	Printing per copy (A × B)	$0.96	
D	Cover stock, if extra	$0.10	
E	Staples, thread or tape	$0.02	
F	Bag or envelope	$0.05	
G	Cost per copy (C + D + E + F)	$1.13	
H	Copies in the edition	50	
I	Fair table fee ÷ copies	$0.40	
J	Total cost per copy (G + I)	$1.53	
K	Shop price (about J × 2, rounded)	$3.00	
L	Fair price	$3.00	
M	Postage per copy, if mailing	check locally	

*The example is a 16-page half-sheet zine: 4 sheets, both sides = 8 printed sides, copied in black and white. The per-side price is illustrative only; copy-shop prices vary widely by city and country, so ask for your local rate and any bulk discount. Shops that sell on consignment usually keep 30–50% of the cover price, which is why the shop price is about double your cost.

Edition record

Where (fair, shop, distro, library, trade)	Copies	Price	Sold	Paid / date