

# ARTWORK PROOF - URGENT

**Before we take further action on this job, this form needs to be filled out & returned by FAX.**

IT IS YOUR RESPONSIBILITY TO CHECK THIS ARTWORK TO ENSURE THAT IT MEETS YOUR REQUIREMENTS. Please take the time to carefully check all details including spelling and layout. When satisfied that all details are correct then fax back your reply ASAP (showing alterations if necessary).

## ARTWORK APPROVAL CHECKLIST

Job Description:

Please go through the following points very carefully and tick off if correct:

- |   |  |
|---|--|
| <input type="checkbox"/> Spelling is correct                      | <input type="checkbox"/> Logo positioned correctly         |
| <input type="checkbox"/> Names and Titles are correct             | <input type="checkbox"/> Set-out acceptable                |
| <input type="checkbox"/> Address, Phone & Fax Numbers are correct | <input type="checkbox"/> All required information is there |

### AUTHORITY TO PROCEED

- OK** - Proceed with printing as per this proof.
- OK** after further changes marked have been made  
No further proof required

OR

### RESUBMIT PROOF

- Resubmit proof after the changes marked have been made.

Signature:

**Please FAX signed approval.**

Comments: