

PRINTED MATERIAL SIGN-OFF



To ensure that your project is perfect before it goes to print, we require that you review it with a fine-tooth comb. Once you sign and submit this form we will prepare the final artwork and send your project off for production. If you require any changes to the project after you have signed and submitted this form, you will be charged for the changes and any additional fees required to meet your timeline. Antistatic Design LLC is not liable for your content or any issues that are not stated on this sign-off sheet. Likewise, Antistatic Design LLC is not liable for potential issues with 3rd party vendors through the production process.

CLIENT INFORMATION

COMPANY: _____

YOUR NAME: _____

PROJECT: _____

DATE: _____

PROOFING CHECKLIST

- ☐ Dimensions
- ☐ Pockets/folders
- ☐ Crossovers
- ☐ Folds
- ☐ Page sequencing
- ☐ Color palette
- ☐ Spot &/or process mixes
- ☐ Logo(s)
- ☐ Graphic element positioning
- ☐ Page content, spelling, and grammar
- ☐ Phone numbers
- ☐ Postal indicia
- ☐ Headline, sub head positioning
- ☐ Images
- ☐ Image positioning
- ☐ Image cropping
- ☐ Copyright clearances

☐ I have checked all items listed above and approve this artwork is sent to production

Signature of Client Representative

Date

Printed Name