

# Proof approval form

PROOF APPROVAL

Job: \_\_\_\_\_

File: \_\_\_\_\_ Version: v \_\_\_\_\_

Finished size: \_\_\_\_\_ Pages: \_\_\_\_\_

Please check and confirm:

Spelling of all names

Prices, dates, times

Phone number, web address, opening hours – read them out loud

Legal / required text, logos you are obliged to carry

Every page, including the back

Nothing important sits close to the trimmed edge

Colour: screen colour is a guide rather than a match. If an exact brand colour matters, tell us now and we will discuss a printed sample.

Your decision:

APPROVED – the file and version named above, go to production

CHANGES – listed below

Name: \_\_\_\_\_ Date: \_\_\_\_\_