

Print sign-off

PRINT SIGN-OFF

Client: _____ Job no: _____
File approved: _____ Version: v...

Specification

Quantity: _____ Finished size: _____
Stock: _____ Pages: _____ Sides: _____
Finish: _____ Special colours: _____

I confirm I have checked:

All copy – names, prices, dates, contact details
Every page, including reverse sides
Nothing important sits close to the trimmed edge
The specification above matches what I ordered

Colour: this file was approved on screen. Screen colour is a guide rather than a match. A printed sample can be supplied on request before production. Not required Requested

Approved for production.

Name: _____ Role: _____
Signature: _____ Date: _____