

3. Before it goes to press

The file on the press is the exact file that was approved

The approval names that version, in writing, from the person entitled to give it

No change has been made since the approval – not even a small one

If a change was made, there is a newer approval covering it

Multi-page work: the customer saw the pages, not only the first one

Colour expectations are on record, especially if only screen-approved

Quantity, stock and finish match the order, not the last job