

APPROVAL FORM

This form must be completed and submitted prior to uploading any artwork to the printer:

PRINT OUT THIS FORM

Check the appropriate boxes and then fax the form back to me.

GRAPHIC WORK:

(i.e. Sales Brochure)

✓ I have double-checked these items:

- Business Address is Correct
- Phone Numbers and Fax Numbers are Correct
- Website and Email Addresses are Correct
- Store Hours and Map are Correct
- The Postal Permit is Correct
- All Spelling and Grammar is Correct
- Item Info, Prices, KT, CW, Sku # is Correct
- Item Placement, Design and Layout is Correct
- Work is 100% **APPROVED** and can be sent to Printer!

Any Revisions Needed? _____

(Please Note: Another Approval will follow Revisions!)

Company Name: _____

Person Approving Work: _____

Signature: _____ Date: _____