client: _____   date: _____

project: _____   job #: _____

layout/comprehensives

- ☐ Layout/Design
- ☐ Captions/Quotes
- ☐ Logos
- ☐ Halftones: cropped/sized
- ☐ PMS Color(s) matches
- ☐ Trims/Bleeds
- ☐ Headlines/Subheads
- ☐ Addresses
- ☐ Other (please indicate below)

- ☐ Page content
- ☐ Graphic treatments
- ☐ Folds/Perforations
  - ☐ Postal indicia/codes/permits
- ☐ Spelling/punctuation
- ☐ Screens
- ☐ Phone numbers
- ☐ Paper stock/weight/color

blueline/color proof

- ☐ Trim
- ☐ Hickies/marks
- ☐ Clarity of graphics
- ☐ PMS color matches
- ☐ Diecuts/embossing/foil stamps
- ☐ Spelling/punctuation
- ☐ Placement of graphics
- ☐ Color shifts
- ☐ Verify quantity for delivery
- ☐ Other (please indicate below)

- ☐ Reverses
- ☐ Color: placement
- ☐ Screens: density/position
- ☐ Registration
- ☐ Fold(s)/perforations
- ☐ Placement of text
- ☐ Photo sizes
- ☐ Addresses

This is to verify that I/we, representing the above named client company, have thoroughly reviewed the project materials described, shown or attached here. I/we accept full responsibility for this final approval. I/we understand that revisions, error corrections and/or preference changes after this approval with be deemed "new work" and invoiced in addition to this project's fees and reimbursements, with the exception of revisions or error corrections made in association with this form, prior to final approval.

_____

Signature   Print Name/Title   Date