Your business name
Logo, ABN, address, phone and email

Artwork Approval

Check the proof, then sign it off before anything is made

JOB NO.	PROOF VERSION	DATE SENT	PLEASE REPLY BY

CUSTOMER	CONTACT AND PHONE

PROJECT

What's on this proof

PAGE	ITEM AND DESCRIPTION	FINISHED SIZE W × H (MM)	QTY	MATERIAL AND FINISH

Please check every item

CHECK	OK	CHANGE
Spelling and wording, letter by letter	☐	☐
Phone numbers, email, web and social addresses	☐	☐
Names, titles, ABN and licence numbers	☐	☐
Logo: the current version, not stretched or cropped	☐	☐
Colours, including brand colours called up by number	☐	☐
Sizes and proportions	☐	☐
Quantities, and which way round (left, right, double-sided)	☐	☐
Material, finish and fixing	☐	☐
Position on the wall, panel or vehicle	☐	☐

Your decision

☐ Approved as shown ☐ Approved with the changes below ☐ Not approved: send a new proof

PAGE OR ITEM	CHANGE NEEDED

YOUR TERMS
Your terms of trade go here. Have them written, or checked, by a lawyer who knows your business.

APPROVED BY (NAME)	POSITION	SIGNATURE	DATE

Office use: ☐ Approval filed with the job ☐ Production released ☐ New proof sent