

sign
off



VIEW®
CREATIVE

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To

From

JOB NO DESCRIPTION

Date:

Please take extra care when proofing final Artwork, as it is very easy to overlook incorrect information. This proforma has been designed to help you when proofing.

THE COMPANY WILL NOT BE LIABLE FOR ERRORS WHICH SHOULD HAVE BEEN NOTICED AND CORRECTED AT THIS STAGE.

Is the following information correct:

TEXT

General text (spelling and punctuation)

Names and addresses and Telephone Number(s)

Times and dates

CONTENT

Links

Flash

Colour

Images

DESIGN & LAYOUT

Are you happy with the layout?

FUNCTIONALITY

Forms

Content Management System

PLEASE NOTE THAT YOUR JOB WILL NOT PROCEED UNLESS THIS HAS BEEN SIGNED AND RETURNED TO US

Please proceed with this job
I have authorised the information signed

Please do the amendments as outlined signed

PLEASE NOTE :: Client corrections will incur extra costs