

PROOF SIGN OFF FORM

This process is important please read carefully.

Please read all the terms and conditions here this also includes terms of artwork ownership, on asking for amendments or approving the artwork you accept the terms.

Mistakes can happen do not let them go to print.

It is your responsibility to ensure artwork is correct prior to print. Please read the entire form, mark all that apply before completing and submitting this form, you are signing off and approving HamiltonPrint to proceed with the requested project, unless additional changes are noted. Thank you!

CLIENT DETAILS

Company Name:

Job Description:

Proof No:

Date:

OK TO PRINT

ALL BOXES MUST BE TICKED FOR YOUR JOB TO PROCEED TO PRINT

Names ☐

Website addresses ☐

Email addresses ☐

Grammar ☐

Phone numbers ☐

Style ☐

Physical addresses ☐

HOLD THE PRESS

WAIT! HOLD THE PRESSES! CHANGES NEEDED:

In text:

Please note changes

In design:

Please note changes

Other:

Please note changes

I HEREBY APPROVE TO PRINT

PLEASE TYPE YOUR NAME. IF YOU DO NOT TYPE YOUR NAME WE CANNOT ACCEPT YOUR APPROVAL.

I understand this approval gives authorisation for HamiltonPrint to proceed. I also acknowledge that HamiltonPrint is not responsible for obtaining permission for use of intellectual property supplied by me to James Bell & Sons Ltd for my use. I take full responsibility for obtaining rights for any text, photos or original art submitted to HamiltonPrint for publication. Once approved the printing stages will start, any alterations identified after this time will be subject to additional fees. I have read and understand the Terms & Conditions.

Print Name: