

[YOUR SHOP NAME]

Phone · email@yourshop.com

PROOF APPROVAL

Job # _____ · Proof version # _____

Date sent: _____

CUSTOMER

JOB

FINAL SIZE

MATERIAL

ATTACH OR PRINT PROOF HERE — AT A READABLE SIZE

PLEASE CHECK EVERY LINE — THIS IS WHAT WE BUILD

- ☐ All spelling, phone numbers, addresses and URLs are correct. (Please read them character by character — autocorrect is not proofreading.)
- ☐ The size shown is the size I want.
- ☐ Colours are approved as representative. Printed colour can differ slightly from screens; exact colour matching requires a printed sample on request.
- ☐ Layout, spacing and orientation are approved as shown.
- ☐ I understand production starts from THIS proof, and changes after approval may cost time and money.

Once approved, errors reproduced from this proof (including spelling) are the customer's responsibility. Unapproved changes stop the clock — the due date moves with the approval date.

☐ **APPROVED — build it**

Production begins from this proof exactly as shown.

☐ **CHANGES REQUESTED**

List changes below or on the back; a revised proof will follow.

Customer signature

Print name

Date