

APPROVAL PROCESS

label print

To ensure accuracy, The BoxMaker upholds the following approval procedures:

LAYOUT PROOF APPROVAL

Upon receipt of your Purchase Order, die lines can be sent to you in EPS format upon request from your Sales Representative or Project Manager. Send art files placed on the EPS dielines provided via our FTP site and notify your Sales Representative of the file name. Files can also be sent directly to your Sales Representative and Project Manager.

Upon review by our Art Department, we will create a PDF proof of the art layout on the dieline for approval. All layout proofs should be carefully reviewed. The PDF proof is the final review of art before we go to press.

Please check for:

- ✓ Are there any spelling errors, typos, or missing punctuation?
- ✓ Is the overall appearance correct?
- ✓ Is the proof missing any images, text, or graphic effects?
- ✓ Is the spacing of the art, in relation to the structure, correct?
- ✓ Is the art on the correct dieline?



Finished Product

LABEL DIVISION
4206 South 190th Street • Kent, WA 98032
PHONE: 425.251.5428 • FAX: 425.251.6255

DATE: STATUS: 1st Proof CLIENT/VENDOR APPROVAL

CLIENT: PROJECT #: 1809055

ARTWORK NAME:

☐ OK TO PRINT
☐ OK TO PRINT WITH CORRECTIONS
☐ SUBMIT NEW PROOF

PLEASE REVIEW THE FOLLOWING PROOF. Your order cannot be processed until all of the following information is checked off with your signature and date present. We cannot be responsible for any errors upon your approval of this proof.

<input type="checkbox"/> COPY CORRECT	<input type="checkbox"/> TYPE SIZES CORRECT	<input type="checkbox"/> DIMENSIONS CORRECT
<input type="checkbox"/> SPELLING CORRECT	<input type="checkbox"/> LOGO SIZE CORRECT	<input type="checkbox"/> FOLDING DIRECTION CORRECT
<input type="checkbox"/> NUMBERS CORRECT	<input type="checkbox"/> COPY POSITION CORRECT	<input type="checkbox"/> BARCODE SCANS CORRECTLY
<input type="checkbox"/> ART POSITION CORRECT	<input type="checkbox"/> COLORS CALLED OUT AND CORRECT	

Customer assumes all responsibility for compliance with Local, State and Federal Laws.

DIGITAL PRINT
Proof is NOT an exact representation of color or final print quality.

CMYK

Pantone Colors and RGB Files will be converted to CMYK and color may shift visibly.

CUSTOMER/VENDOR SIGNATURE: DATE:

Label Size: 4" x 9.5" (DFR-138)

Spec #:

The BoxMaker charges \$85/hour for Art/Graphics time. This is a notification that all proofs that are not approved to go to press within 30 days of the first proof will be billed to you for the appropriate amount of Graphics time. (Minimum charge=1 hour).

Helpful Tips:

- ANY change will require an additional PDF layout proof for approval
- The signed proof will be used during production, and therefore must be returned
- Additional proofs are available by request, for an additional cost
- These proofs are NOT intended to represent actual production color
- If you have concerns about color, request a Color Swatch Proof for an additional cost.