

ARTWORK APPROVAL FORM

Project Name: _____ Date: _____

Job #: _____ Stock Code #: _____ Project Description: _____

**Please check the art proof(s) carefully for errors and omissions.
Your signature or that of your authorized representative is required on all
mechanicals or artwork prior to release for printing or other implementation.**

Client supplied art files for print Client supplied film for print Client supplied finished print

Quantity: _____ Color Scheme: CMYK over Black (4/1) CMYK all sides (4/4) Other _____

Print Type: Insert (2 panel) Folder (panels____) Booklet (pages____) Digipak (panels____)

Cardboard Sleeve Other: _____

Approval Status

Art proof(s) approved. Please proceed with my project. Waive art proof(s)

Changes needed: New art approval requested - No further proof needed

The signatory below accepts responsibility for proofing all the artwork accurately. Imperial Tape Company cannot accept responsibility for corrections not implemented and/or requested at artwork stage. Any modification requested after client approval of artwork may result in production delays and/or additional expenses for which client will be invoiced accordingly.

TERMS & CONDITIONS:

- EXPERIMENTAL WORK:** Experimental or preliminary work performed at the customer's request will be charged for at current rates and may not be used until Imperial has been reimbursed in full for the amount of charges billed.
- CREATIVE WORK:** Creative work, such as sketches, copy, dummies, and all preparatory work developed and furnished by Imperial, shall remain their exclusive property and no use of same shall be made, nor any ideas obtained there from be used, except upon compensation to be determined by Imperial, and not expressly identified and included in the selling price.
- CONDITION OF COPY:** Upon receipt of original copy or manuscript, should it be evident that the condition of the copy differs from that which had been originally described and consequently quoted, the original quotation shall be rendered void and a new quotation issued.
- PREPARATORY MATERIALS:** Working mechanical art, type, negatives, positives, flats, plates or other items when supplied by Imperial, shall remain their exclusive property unless otherwise agreed in writing.
- ALTERATIONS:** Alterations represent work performed in addition to the original specifications. Such additional work shall be charged at current rates and be supported with documentation upon request.
- PREPRESS PROOFS:** Prepress proofs shall be submitted with original copy. Corrections are to be made on "master set." Returned marked "O.K" or "O.K. with corrections," and signed by customer. If revised proofs are desired, request must be made in writing when proofs are returned. Imperial cannot be held responsible for errors under any and all of the following conditions: if the work is printed per customer's O.K.; if changes are communicated verbally; if customer has not ordered proofs; if the customer has failed to return proofs with indication of charges; or if the customer has instructed Imperial to proceed without submission of proofs.
- PRESS PROOFS:** Unless specifically provided in Imperial's original quotation, press proofs will be charged for at current rates. An inspection sheet of any form can be submitted for customer approval, at no charge, provided customer is available at the press during the time of make-ready. Lost press time due to customer delay, or customer changes and corrections, will be charged at current rates.
- COLOR PROOFING:** Because of differences in equipment, processing, proofing substrates, paper, inks, pigments, and other conditions between color proofing and production pressroom operations, a reasonable variation in color between proofs and the complete job shall constitute acceptable delivery.
- CUSTOMER FURNISHED MATERIALS:** Paper stock, inks, camera copy, film, color separations and other customer supplied materials shall be manufactured, packed and delivered to Imperial's specifications. Additional cost due to delays or impaired production caused by specification deficiencies shall be charged to customer.

Authorized By: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

ITC - ARTWORK APPROVAL FORM - 01.03

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