

Large Overlay Artwork Approval Form

PLEASE DO NOT send back this form blank. It **ALL MUST** be filled out- even on repeats!
We **WILL NOT** begin production until this form is completed.

A Note from the Manufacturers:

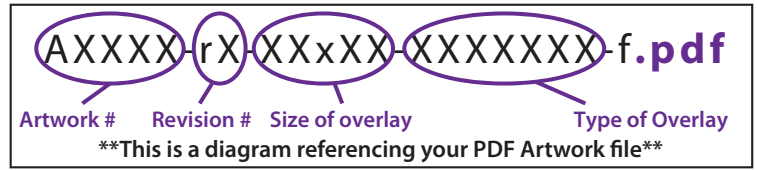
The client is responsible for ordering the **correct sized overlay**. Overlays are often meant to fit inside frames, so be sure the dimensions do as such. See 2nd page to make sure size is correct.

The client is also responsible for orientation, foreign language translations, spelling, punctuation, grammar, variable data, logos, graphics, colors, etc. These elements can be checked using the two PDF proofs provided.

These overlays cannot be modified once manufactured. Please don't rush through the review/approval process.

The "Artwork"

Use the **PDF files** you received via email when filling this section out. See diagram to the right for reference.



Layout Artwork #: A _____ Revision # of artwork: r _____ Quantity of overlays ordered: _____

AXXXX-rX-XXxXX-XXXXXXXX-f.pdf AXXXX-rX-XXxXX-XXXXXXXX-f.pdf

Size The size of your overlay is shown in the margin of your PDF artwork file and is encased in crop marks its also in the file name after revision. Size should be in 1/16 of an inch.

How tall (top to bottom) is the overlay (in inches): _____ "

How wide (left to right) is the overlay (in inches): _____ "

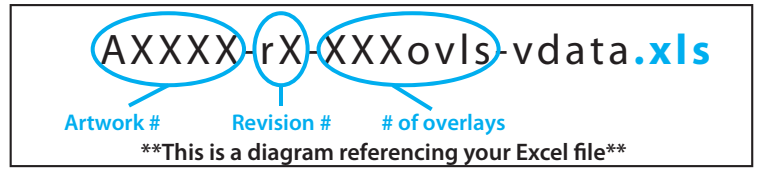
Type Our overlay will be a:

3M Peel & Stick Sticker (permanent) Magnet (removable) Insert for Changeable Ohio AI Frame. These are not dry erase and are to be covered by DaPlus10 dry erase.

- I have proofread the text and hereby approve the grammar, syntax, spelling, and punctuation on the board.
- I have carefully inspected the graphic elements including dividing lines, clip art, logos, and colors and hereby approve the quality, alignment, and appearance of the overlay.

"Variable Data"

Variable data (pre-printed room and phone numbers that vary overlay to overlay) is an optional service. If ordered, use the **Excel file** you received via email when filling this section out. See diagram to the right for reference.



- There is **no** variable data. Every overlay will be exactly the same.
- I have reviewed the provided excel file proof of the variable data spreadsheet and hereby approve the format, content, and accuracy of the data.

Revision # of Excel file: _____ Quantity of overlays with variable data: _____ # of Blanks: _____

AXXXX-rX-XXXovls-vdata.xls This Excell r# is normally different than the Layout r# in Artwork section!

By signing this approval, I understand that the overlays are custom made and are not returnable for any of the approved items on this form. I understand that I will get exactly what I am signing off on and I will accept what I have approved. I understand that any deviations or defects from the approved artwork will be replaced at Indoff's expense.

Your Signature and Date

Your Supervisor's Signature and Date (Optional)

Purchase Order Number from Purchasing or Materials Dept. (Optional)

Purchasing Organization, Company, or Hospital

Fax: 860-632-2028

Email: ahutton@ahutton.com
Phone: 860-632-2026

