

“Artwork Approval” Form

Must be completed and returned before production can begin.

To assist you in proofing your artwork, page 2 of this file is a **Artwork Proofing Worksheet**. We highly recommend you use the worksheet to make sure that your artwork is exactly as you want it before signing this approval form. Take your time, these boards are costly, last a long time and can not be modified once manufactured. Please don't rush through the review/approval process. Artwork can be checked using the two PDF proofs provided. Revision #'s are in file name i.e. r10 is revision #10

Artwork #: A _____ Revision # of artwork: R _____ Quantity Ordered: _____

How tall is the board (in inches): _____ How wide (left to right) is the board (in inches): _____

Frame material
and type _____

Trays are uncommon and costly. If you ordered
trays or you expect to get trays please note here _____ Expect _____ Not expected

For Layouts that Include Variable Data(VD) => Please Do This Section Leave Blank if no VD VD is individual room, phone numbers, etc permanently printed on boards

I have reviewed the provided proof of the Variable Data spreadsheet, and hereby approve the format, content and accuracy of the data.

I have checked and certify that all supplied variable data is correct.

Revision of Excel file _____ Quantity of boards with Variable Data _____ Will some be Blank spares? _____

I understand the hospital is responsible for ordering the correct board size, orientation, foreign language translations, frame type, spelling, punctuation, grammar, variable data, layout, logos, graphics, colors, and understand that Indoff is only acting as your graphic artist and has no expertise in HIPAA or CMS standards. I understand approved layouts are the hospital's creation and not Indoff's and any errors or standards not met are the hospitals responsibility.

I have proofread the text, and hereby approve the grammar, syntax, spelling, and punctuation therein.

I have carefully inspected the graphic elements including dividing lines, clip art, logos and colors and hereby approve the quality, alignment and appearance therein.

By signing this Approval I understand that the boards are custom made and 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

Purchase order number from Purchasing or materials dept.

Purchasing Organization, Company or Hospital

This checklist will help you to ensure that your layout is perfect before you give us the approval to go to print. Carefully review the PDF proofs we have provided, using this checklist as your guide.

Understanding our File Names:

We'll use the following file name as an example: **A9999-r1-OAF-f.pdf**

The number that begins with an "A" is your Art Number. In this case, "A9999".

The Revision Number is indicated by a letter "r" followed by a number. In this case "r1".

Further details specific to the file follow after the revision number, and are usually not used by the customer.

HIPAA and CMS

I have checked the board for HIPAA and CMS compliance with our responsible internal managers.

Size: 9" x 12" 12" x 18" 18" x 24" 24" X 36" 36" x 48" Custom: _____ x _____

Framing: 1/4" x 5/16" Black Plastic 1/2" x 3/8" Ohio Aluminum 1/2" x 1" EZ-Hang Aluminum Other: _____
Face x Deep Face x Deep Face x Deep

Graphics:

- Dividing Lines are consistent, with no gaps or spaces
- Colors are accurate
- Images are clean and sharp, not pixilated or blurry
- No stray or out of place elements
- Icons, logos and other images are correct
- Images are aligned horizontally and vertically

Text:

- Font(s) are consistent in size and type
- Spelling is correct
- Spanish/Other Language Correct
- Text is aligned horizontally and vertically
- Punctuation is correct
- All requested text present
- Capitalization is correct
- Grammar is correct
- No stray or out of place elements

Variable Data Spreadsheet (Optional):

- All data is correct
- Font name and size are clearly detailed
- Total Quantity matches my order

Usability &:

- The text is legible from my required distance
- There is room to write in each field with a dry erase marker
- I have decided if the boards are or are not **getting trays**
- I have printed, assembled and tested the full scale PDF proof
- I have reviewed this checklist with at least 1 other person
- The person/people who will be using the board have carefully reviewed the proofs
- The maintenance team is aware of the size and **installation requirements** for the frame type being ordered

Checked!

Double Checked!

Remember approved boards are not refundable or returnable if made exactly like the approved artwork!