

Snap Frame Artwork Approval Form

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 Manufacturer:

The client is responsible for ordering the correct board size, orientation, foreign language translations, frame type, spelling, punctuation, grammar, variable data, layout, logos, graphics, colors, etc. These elements can be checked using the two PDF proofs provided.

We highly recommend you to make sure that your artwork is exactly as you want it before signing this form. Please take your time so your printed insert is correct the first time. Please don't rush through the review/approval process.

Please call Jen at 860-632-2026 x 116 with any questions or concerns!

The "Insert 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 Boards Ordered: _____

Size:

AXXXX-rX-XXxXX-snap.pdf

AXXXX-rX-XXxXX-snap.pdf

Nominal height: _____ " Nominal wide: _____ "

Visible art height _____ " Visible wide: _____ "
Visible is 1" less than nominal size

Getting a Snap Frame in ☐ Silver ☐ Black

- ☐ 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 board.
- ☐ I know INSERT is not dry erase and needs a dry erase lens cover

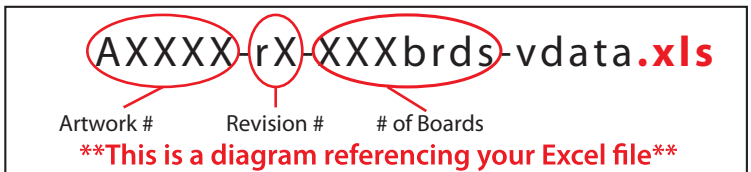
Snap frames will not take magnets unless steel or S3F backer is ordered

- ☐ Steel not needed
- ☐ Blank Steel ordered
- ☐ (S3F) I expect printed steel with film overlay of DaPlus
- ☐ I expect to get DaPlus10 Lens cover with each unit

Note-Trays are not available with snap frames

"Variable Data"

Variable data (pre-printed room and phone numbers that vary board to board) 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 board for this layout will be exactly the same.
- ☐ There **will be** variable data on my board.
- ☐ 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 Boards with variable data: _____ # of Blanks (usually spares): _____

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

By signing this approval, I understand that the boards 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

Indoff  **Hospital
Boards**