

# Insert Artwork Approval Form for COAF Boards

**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 Manufacturer:

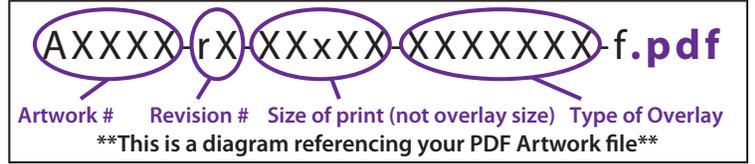
The client is responsible for ordering the **correct sized insert**. Inserts are often meant to fit inside frames, so be sure the dimensions do as such.

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 inserts 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: \_\_\_\_\_

**Size**    The size of your insert is based on the Size of your COAF Changeable Ohio Frame and if its portrait or landscape.    **What is original Boards artwork Number**    A \_\_\_\_\_

How tall (top to bottom) is your board: \_\_\_\_\_ "    How wide (left to right) is your board: \_\_\_\_\_ "

**Type**    Our insert is NOT dry erase but is printed and is to be used under DaPlus10:

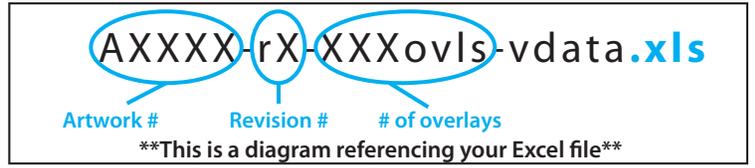
Syntisol "best"     Other

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 insert to insert) 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 insert will be exactly the same.

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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 inserts with variable data: \_\_\_\_\_    # of Blanks: \_\_\_\_\_

   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