

# URGENT

## Product & Artwork Proof

Enter Customer Name

Our Ref:

Enter our ref

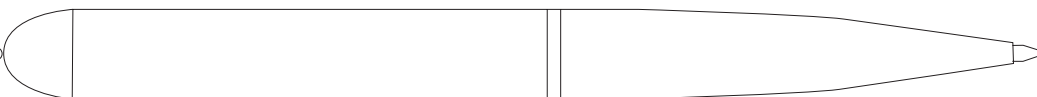
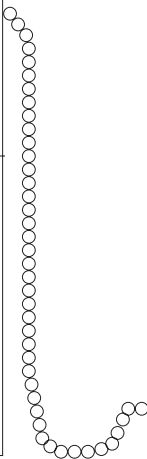
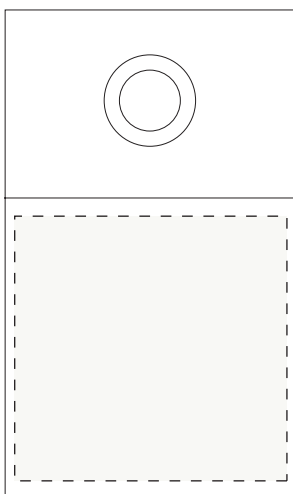
Your Ref:

Enter your ref

First Proofed:

Enter Date

Pen Name:	Autograph Counter
Product Code:	
Type:	Ballpen



Scale: full size

Artwork at 100%



Our concerns on your artwork

None

Our concerns on this order

All colours including print and product is for visual purposes only and should not be regarded as the actual colour of product and print.

Customer Amendments or Comments

**Your order will be processed, based on the above, unless you have made amendments. All orders are subject to our full terms & conditions. However, we would like to draw your attention to the following terms in particular.**

1. Claims for faulty goods will be honoured, only if the goods are returned to us. We will not issue credit notes or refunds for goods that have been distributed. Please ensure that goods are satisfactory before distribution.
2. Metallic printing inks (gold, silver, etc.) have a very limited life due to their formulation. You are advised to request an overvarnish, in writing, for this type of printing. This service is at additional cost and not inclusive of any prices listed or quoted.
3. We are not responsible for delays during transit. We despatch goods on your behalf and the goods become your property the moment they leave our premises.

**I confirm that I have thoroughly checked all information on this document, including layout, fonts, spelling, print colours, separations, print size and position, etc.**

Please proceed without amendment(s) ☐

Please amend as above & reproof ☐

**By signing below I accept responsibility for errors not corrected and understand that once the goods are printed, the printed image can not be cleaned off or the goods reclaimed.**

Signed.....

Print Name.....

Date.....

We recommend that you forward a copy of this sheet to your client for approval before signing.