TaggIQ

Artwork Approval Checklist

Proof approval worksheet for print, promo, sign and apparel jobs

JOB NUMBER

CUSTOMER

PRODUCT

ARTWORK FILE / LINK

PROOF VERSION

APPROVAL DEADLINE

Approval checks

Check	Approved?	Changes?	Owner	Due	Notes

What must be explicit before production

Version

approved proof version, date and file

Detail

spelling, placement, size, colour, method

Decision

approved, rejected or changes requested

Final sign-off

APPROVER NAME

SIGNATURE / WRITTEN APPROVAL

DATE