

Magnetic Guts for your Frame. Artwork Approval Form

The steel skins are printed and covered with DaPlus Dry erase. You Supply Frame

DO NOT send back this form blank. It all MUST be filled out- even on repeats!

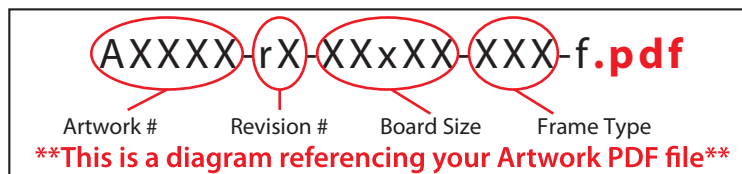
We WILL NOT begin production until this form is completed.

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.

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 Boards Ordered: _____

AXXXX-rX-XXxXX-XXX-f.pdf

AXXXX-rX-XXxXX-XXX-f.pdf

Size: How tall (top to bottom) is the steel (in inches): _____ " How wide (left to right) is the steel (in inches): _____ "

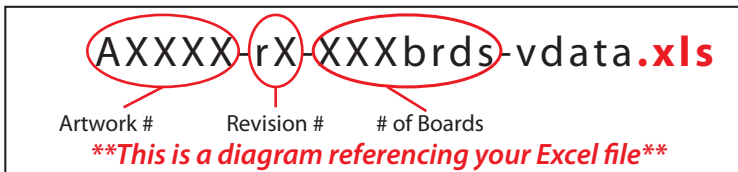
Your frame will Cover: _____ " top _____ " left _____ " right _____ " Bottom (include your tray)

Make sure this info is correct or your frame will cover the printing on the board. We can print to the edge of the steel.

- ☐ This is a Steel Skin only with no backer or frame (Skin only)
or a
☐ Steel Skin with 1/4" hardboard backer (Skin+backer) backer will be same size as steel!
- ☐ 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.

"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**