



Artwork approval

Before your project is scheduled for production, artwork will be e-mailed to you for your careful review. Your approval of your artwork and my quote is necessary before production of your project.

Artwork approval is required for two primary reasons:

This allows you to verify the information received is complete and no loss of data has occurred in transfer of electronic files. It also gives you the opportunity to verify the artwork supplied is correct. In addition, you must inform me of any necessary changes before production is scheduled and materials ordered.

Artwork approval is especially important when a design undergoes numerous artwork revisions.

Please be aware that while every effort is made to create the artwork to your satisfaction, **it is your responsibility to verify the accuracy of your artwork content.**

The date for your artwork approval is critical to maintaining your project's production schedule. Please clearly stipulate time sensitive projects.

Artwork revisions

Revisions are part of the design process and they cannot (and should not) be avoided. Revisions should be made purposefully by keeping in mind your project's objectives.

Once your artwork is issued, please take time to consider and provide feedback. After your comments, ideas and questions are consolidated, if necessary, a new version of artwork will be issued. This version is the first round of revision.

My quote for your project will then be submitted to you by email. Any additional major revisions thereafter will incur additional cost.