

ART DEPARTMENT

# Proofing Process

## **Customer's Responsibility**

As the customer, the art department encourages you to carefully look over your design.

### **Check for the following:**

- Read the text to make sure no spelling errors occurred
- See if colors are correct
- The position of the imprint/size is appropriate

Give us your honest feedback. The artists want you to be pleased with your design so be sure to communicate your thoughts fully about the design.

## **Additional information**

Please reference your order name and number when replying. Upon approval, we require 5-7 days to complete your job.

The following text will accompany your art proof:

*Let us know if any changes are necessary or if this proof is approved. Any changes made after this approval will result in additional charges.*

*Please respond as soon as possible so that we can process the job to meet the deadline.*

*Feel free to call us at Signet 540-665-9651, or 1-800-787-8337. If you prefer to respond by e-mail: [art@signetscreen.com](mailto:art@signetscreen.com).*

## **Proof Types**

Please give us as many contact references as you can, in case of transmission failures. We can provide you with a proof of your art in the following ways:

- **E-mail Proof** - attached jpeg image
- **Fax Proof** - black & white hard copy
- **Speculative Sample** - rendition of artwork with actual product.
- **Virtual Spec Sample** - rendition of artwork on image of actual product. Example: vehicle graphics



- **Garment Press Proof** - After approval of the artwork design, one sample is printed prior to full production run of the order. This requires an additional charge and customer to be available at printer's timetable to see sample.



- **Stitch-out Proof** - For embroidery jobs only: After digitizing your approved artwork, you will be asked to come in to see an actual stitched sample in color of your image or logo. If distance is an issue, we can scan the stitch-out and send it as a proof via email.

