

## Screen Printing **PROOFING PROCESS**

**As the customer, the art department encourages you to carefully look over your design, read the text to make sure no spelling errors occurred, colors are correct, the position of the imprint/size is appropriate and 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.**

If you have any concerns about the design, this is the time to bring them up, as the further the design goes through the process the more costly it is to make changes. Because of this reason, any changes made after the proof approval will result in additional charges.

The proof will be in the form of an email with a JPEG image, a faxed copy image, or a printed hard copy for you to come and view. So be sure to give us more than one form of contacting you.

Please respond promptly so that we can process the job to meet your deadline. Upon approval, we require 5-7 days to complete your job.

Feel free to call us at  
[540-665-9651](tel:540-665-9651) or [1-800-787-8337](tel:1-800-787-8337).

If you prefer to respond by email:

[art@signetscreen.com](mailto:art@signetscreen.com)

*Please reference your order name and number if possible.*

