



Please follow directions below for email approval.

PLEASE READ BEFORE RESPONDING

Attached are copies of the typesetting/design work we have completed for you. Please look it over carefully and completely. Every effort is made to be as accurate as possible, but the final responsibility is yours. We will gladly make any corrections needed at this stage, but once approval for printing is given WE ARE NO LONGER RESPONSIBLE FOR ANY ERRORS FOUND.

I have looked over the proofs provided to me and checked them for :

Design and Layout (overall look)

Spelling

Phone Numbers & Addresses

PLEASE REPLY VIA EMAIL WITH ONE OF THE FOLLOWING IN THE SUBJECT LINE

Approved for printing

Changes -New Proof

Approved with changes noted, no further proof needed