

Customer Name: _____ Dept: _____

Job Name/Description: _____

Event or Item Heading: _____ Sub-Heading: _____

Event Date: _____ Design Deadline: _____ 1st _____ 2nd _____ 3rd _____

Corrections to be made:
(please list page number, if applicable, and any specific instructions necessary)

The Rochester College Office of Marketing & Design is submitting a prepress proof for your review and approval. We can assure you that the best efforts were made in following the instructions given to us.

The Office of Marketing & Design cannot be held responsible for undetected production errors, omissions or inaccuracies which are not clearly noted on this proof. Slight variation in color between proof and press run may occur because of the differences in the paper, ink and coatings.

Proofreading is a shared responsibility with our departments, so we give you this approval form with each proof which provides you and your supervisor(s) the opportunity to approve the project before it goes to print. Please check the correct box and sign and date it below for our records.

Send to Print As-Is

Need New Proof

Customer Signature

Date

RC Designer Signature

Date