

# Review and Approval



Project Title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Project Representative:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Thank you for the opportunity to provide you and your Company with our Traction Marketing Solutions. We want you to be 100% satisfied and ecstatic with the results of your project, so please feel free to call with any questions or concerns you may have regarding the design is project.

Please carefully proof the enclosed file pages of work completed. Connect Marketing will not charge for one or two submissions of any minor edits you would like to make to this project; however named company above agrees that changes required to this completed project over and above the initial estimated work requested, could be liable for additional billable time and will be invoiced accordingly.

If you have received a pdf format for your review please be aware that any interactive hyperlinks within the project file will only become active using Adobe Acrobat Pro and the behavior of a hyperlink depends on the settings you have selected for your softwares cursor tool use. When you use the text selection tool you have to hold down the Ctrl button and click on the link to activate the hyperlink. When you use the hand tool, hyperlinks are directly click-able to activate the hyperlink.

Updates should not be submitted over the phone, unless otherwise agreed upon. In order to best communicate your adds, changes, and corrections—requested updates should be submitted as a scanned color pdf—marked-up hard copy of the original document submitted to you for review. For best results please use a thin tipped colored pen for your mark-up; or if simple enough please list any changes below.

Please proof read carefully and completely. Check for all possible errors in spelling, grammar, spacing, positioning of artwork, etc.. Connect Marketing will not be held responsible for the cost of reprinting a print job if errors are not detected prior to final approval and printing. Design fees are non-refundable.

**Approved**—If you do not have any adds, changes, or corrections—please select the appropriate box under “This project is approved” then, please sign under the authorized signature, add the date and return to Connect Marketing via email.

Please make the following changes:

#	Page #	Tite of Area	Changes/Placement
1			
2			
3			
4			

Approved. Please send to print

Approved. Please continue with e-card

Approved. Please email me the final deliverable

Approved. Please Dropbox all deliverables/send link

Adobe Acrobat digital signatures acceptable

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date: