

Artwork Proof Approval Form

Complete one record for one proof version. Confirm the proof's scope with your printer before approving.

Client / project: _____

Job reference: _____ Proof date: _____

Exact filename / version: _____

Proof link or attachment reference: _____

Production specification reference: _____

Approval scope (for example: copy and layout; colour subject to a separate proof):

Decision - select one

- ☐ Approved for the stated scope, with no further changes requested.
- ☐ Changes requested. This version is not approved for production.

Changes requested / notes: _____

Approver name / role: _____

Signature or recorded confirmation: _____

Date / time / time zone: _____

Keep this record with the exact proof. Any later change needs a new version and an explicit decision. This workflow template does not replace your agreed production terms.

Example and instructions: approvetrail.com/blog/artwork-proof-approval-form