

# IMPORTANT INFORMATION

## ARTWORK APPROVAL



Dear Customer,

At IF Solutions we set exacting standards and we pride ourselves in the attention we pay to the small details that can make mean the difference between a successfully produced product & a rejected one.

Artwork is a vital part of every order and as such we take our responsibility, to produce it accurately, very seriously. We also ask our clients to do the same and check what we have sent very thoroughly.

**Please pay close attention to the following points:**

- 1. Spelling and capitalisation of any text**
- 2. Telephone / fax / e-mail etc..**
- 3. Pantone colours**
- 4. Fittings (if applicable)**
- 5. Size and positioning of any artwork element**

As, in most cases, we produce the artwork on you behalf we ask that you confirm your approval as follows:

- 1. Print out the artwork itself**
- 2. Append your signature & the date**
- 3. Append the words "APPROVED FOR PRODUCTION"**
- 4. Fax back to us on +44 (0) 1902 895996**

**ANY LEAD TIMES QUOTED ARE FROM THE TIME WE RECEIVE THE APPROVAL FAXED AS ABOVE**

**PLEASE BE AWARE THAT ONCE ARTWORK IS APPROVED IN THIS WAY WE CANNOT BE HELD RESPONSIBLE FOR ANY MISTAKES NOTICED LATER. INDEED IF MODIFICATIONS ARE MADE AFTER APPROVAL SIGNIFICANT ADDITIONAL COSTS MAY APPLY. THE EXACT AMOUNT OF THESE COSTS DEPEND UPON THE PRODUCT AND THE STAGE OF PRODUCTION. A MINIMUM CHARGE OF £50.00 WILL APPLY TO AMENDING ALREADY APPROVED ARTWORK.**

**PLEASE REMEMBER THAT IF SOLUTIONS CANNOT POSSIBLY KNOW YOUR LOGO AND OTHER DETAILS AS WELL AS YOU, SO PLEASE CHECK IT THOROUGHLY – IT IS YOUR RESPONSIBILITY!!**

We thank you for your understanding

Kind regards

A handwritten signature in black ink, appearing to read 'Adrian Baugh', written over a horizontal line.

Adrian Baugh

### IF SOLUTIONS LIMITED

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