

## Approval/Proof Form

Please allow 4-6 weeks per project + Print time (5-10 days). Projects will be completed in the order they are received.  
Please email this completed form and any supporting documents (clearly labeled) to mmorris@atu.edu.

<b>CONTACT INFO</b>	
Name:	Department:
Email:	Phone:
Proof Version: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	

<b>APPROVAL</b>
<input type="checkbox"/> Project is approved as is/project is complete <i>Please note that by checking the Project Approved As Is/Project Complete box, you acknowledge that you have approved the finalized project and that University Relations is not responsible for any unrecognized errors during the proofing process.</i>
<input type="checkbox"/> Project needs changes (Please complete changes section below).

<b>CHANGES</b> <i>(Disregard this section if you do not need any changes)</i>
<input type="checkbox"/> Update/Change Text (Text changes to include: schedule changes, types, incorrect information) <ul style="list-style-type: none"> <li><input type="checkbox"/> I will email a marked-up proof (.pdf) with my changes</li> <li><input type="checkbox"/> I am hand-delivering a marked up proof (print-out) with my changes</li> <li><input type="checkbox"/> Changes are minor and are listed below <i>(Please be as specific as possible about the location of the changes):</i></li> </ul>
<input type="checkbox"/> Update/Change Photos <i>Only quality, high resolution photos will be accepted. Photos not meeting this standard will be rejected. Final photo selection will be at the discretion of the designer.</i> Justification for photo change:
The photo I am replacing can be found <i>(Please be as specific as possible about the location of the changes):</i>
<input type="checkbox"/> I will email my preferred new photo <input type="checkbox"/> I will provide a link to my preferred new photo

I agree to provide all content needed for completion of this project at the time of project request submission, including, but not limited to: text, graphs/charts, & high resolution images. I understand that projects will be completed in the order they are received, and that failure to provide said content will result in a delayed completion date.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date