



PO:

Artwork by :

Artwork date:

Item No(Reference #):

Size:

Scale(artwork): 100%

PLEASE LOOK IT OVER CAREFULLY &  
CONTINUE ROUTING TO THE NEXT  
DEPARTMENT IN A TIMELY MANNER

By signing off on this artwork you are indicating that you have looked over and approved all artwork for placement, content and dimensions and have shown and received approval from any and all other necessary persons within your department.

If changes are necessary, please indicate all changes on the artwork.