



Sample Approval

**PROCEED ONLY IF THE SAMPLE IS
PERFECT AND READY TO PRINT**

If it is not yet perfect, please retain this form.

Your Names: _____

Wedding Date: ____/____/____

Item you are approving: e.g. Invitation, revision #1 & Evening Invitation._____

Make sure you have checked through your sample thoroughly before signing this form. Do not assume that anything included in your sample is correct without checking it. The sample is not just to look at the decoration, it is a prototype of exactly how we will print your order. If any errors are noticed after the order had been printed, then any corrections desired will be at your own cost.

Please see overleaf for tips on proof reading.

BY SIGNING THIS FORM YOU ARE AGREEING TO THE FOLLOWING:

- I have read and checked every part of the sample and I am happy that it is perfect and ready for printing.
- I can confirm that no other alterations are needed to be made to the sample.
- I understand that if I notice any errors after my order is complete, then I will incur any correction charges.

Sign: _____

Print: _____

Date: _____

____/____/____

Please note that we ask for a 3 week turnaround for completion, from when the sample has been approved and all relevant documents have been returned.

PROOF READING

Your sample is an actual prototype of **exactly** how we will be printing your order so it is very important that you check *every* section with scrutiny. It may sound simple, but please follow these steps to make sure you are not leaving anything to chance!

- Check it with scrutiny (you can make stars/notes on the sample)
- Have a break
- Check it again
- Have someone else check it too, such as your partner, a parent or a friend that knows the event details and can check that those are correct. Fresh eyes may see something you have missed.
- Have someone else check it that doesn't already know any details about the wedding already. Sometimes, if you already know the information it will already make sense to you, and may not make sense to someone that is new to the information. Having someone completely neutral to the event reading it for the first time may notice if something isn't quite clear.