

Approval Form for Designers

1. Fill out completely and sign.
 2. Scan and email to mike@vividimageexperts.com.
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You must verify the accuracy of all printing specs and content of your order(s). Vivid Image Experts is not responsible for typographical errors, color differences, or printing alignment issues if the following items are ignored.

- ✓ Designs should have full bleed dimensions—add .1 to business cards, post cards, and rack cards (.125 for all other products).
- ✓ After printing .5 or .0625 will automatically be trimmed.
- ✓ All important content should be at least .125 from edge to avoid being trimmed—a slight amount of shifting may also occur (1/16th inch), therefore we do not recommend “framed” designs.
- ✓ Color images and artwork must be in CMYK. Files submitted in RGB will be converted to CMYK; black & white images and artwork need to be in grayscale.
- ✓ Images should be at least 300dpi.
- ✓ All fonts need to be imbedded in the PDF.

By signing below I acknowledge that I have submitted my own design(s) and that I have verified the specifications above are met, or otherwise take the risk of potential issues with the final product. I understand that computer monitor and desktop printer settings may vary, resulting in potential color differences between the PDF proof and the final printed result. I also have been notified that a slight amount of trimming is needed to ensure full bleed, which will result in slightly less printed content when compared to the PDF proof.

I hereby authorize Vivid Image Experts to produce printed materials for the company named below. Vivid Image Experts has the right to use files and/or printed versions from “Company”, for display or marketing purposes, and will not be held responsible for any copyright infringements.

Approval Date: _____ Company: _____

Approver’s Name: _____ Signature: _____