



LOCKE DESIGN

O M N I M E D I A

Finding unique design in unlikely places.

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PROOFING ASSISTANCE FORM

We do our best to proof our work but the final responsibility is the client's. Please make certain to check the below items on your designs. Please alert Locke Design via phone or e-mail with any concerns.

Make certain you check the following items

- Phone Numbers are correct?
- Names are spelled correctly?
- All Dates are correct?
 - Day?
 - Date?
 - Time?
 - When?
 - Where?
- The address is correct?
- Do you have your e-mail on the piece?
- Your web address is correct?
- Colors are correct?
- What paper and finish did you request?
 - Uncoated?
 - Matte with Aqueous Coat?
 - Glossy with Aqueous Coat?
 - Shiny UV Coat?
- Grammar and punctuation are correct?