

Approval Stamp

Client: _____

Job #: _____

Complete approval: YES NO

If no, list cell(s) and or version(s) not approved & reason:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

8/07

MAIL058

DP to perform the following QC steps and initial below when print files are being moved to production

- ___ Job # is correct
- ___ Files are in presort order if applicable and the correct production sort option (1 through 4) is used
- ___ Files contain the expected quantites (match to checklists)
- ___ All LS paperwork is in job jacket (quals, checklists, load tags and if applicable laser split report and seed list)
- ___ Files have been copied to their appropriate folders for printing

CHECK TICKET - did this job include edits? YES NO

If YES, 2 staff members to initial that updated files were posted for printing

If NO, 1 staff member to initial and date that files were posted

Initials #1 _____ Date/Time _____

Initials #1 _____ Date/Time _____