





SOP Reference #: CS013

Operation/Task:	Proof Approval			Equipment:	NA
Owner:	Client Services Manager	Date Created:	2/1/2023	Department:	Customer Service
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes proof approval process

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Client Service must notify production that the job is approved.	<p>Under the "My Open Jobs" section of the ENPOINTE eHub – Job Initiation, locate the approved job # and approve the corresponding items.</p> <p>For print approval, hit the "Approve" button under Print Approval and check the approved components.</p> <p>For lettershop approval, hit the "Approve" button under DP Approval and check the approved mail drops.</p>	To alert all necessary areas that the job is ready for Production

2		Turn in Physical Proofs and Ticket	<p>Include the most recent copy of the ticket and have appropriate jacket filled out.</p> <p>Remove any material that is not relevant to production. All old proof revisions and lasers must be removed.</p> <p>ONLY the final round of Approved Proofs, any samples, and / or mock-ups are allowed to move forward with the job.</p> <p>Check, date and initial the orange approval sticker (PS01-EP 0523).</p> <ul style="list-style-type: none"> • Print approval pieces must be signed off by the customer, sales or CSR. • Printed mail pieces must be signed off by Postal Affairs in under “Mail Piece Approved.” • Addressed variable mail pieces must be signed off by Postal Affairs in under “Final Postal Approved.” <p>If the approved item fits into the job jacket then retain the art bag. If any physical pieces are too large you can turn the job in with proof bag included.</p> <p>If you require another CS other than yourself to turn in an approved job for you need to call out the revision number of the proofs you are approving.</p>	To provide clean information to production and avoid questions and errors causing loss of production time and potential rework \$\$.
3		Physically forward approved job to appropriate location.	<p>Approved Print (Conventional and Digital) jobs are placed into the <i>approved jobs</i> bin in the Plating and Indigo rooms.</p> <p>Approved Mailing jobs are to be placed in <i>Mail jobs</i> bin in the Laser room.</p> <p>Approved Variable Web jobs are to be placed in rack located at the Variable Web.</p>	Provides Production with all information needed to produce the job.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 0	First posting to intranet	Liz Nourse	2/2023
Rev 1	Updated steps 1, 2, and 3 How to Do it sections.	Liz Nourse	6/9/23
Rev 2	Revised steps 1, 2, and 3 How to Do it sections. Included new eHub process, updated proof sticker information and added Variable Web approval info.	Kevin Weiss	5/29/26