





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>Find your original launch e-mail. Forward that email, including either the original PDF ticket included in the launch, or if you prefer you can attach the most recent copy if changes have occurred. Send email to appropriate recipients: Brooklyn Park OK BrooklynParkOK@alwaysenpointe.com</p> <p>Lettershop Approval LettershopApproval@alwaysenpointe.com</p> <p>Format the subject line as follows APPROVED job# Customer name</p> <p>If the job is a DP job Add DP to the front of the subject line: DP APPROVED job# Customer Name</p> <p>You can still send 1 email to both BP / and Lettershop approval.</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>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 scheduling room.</p> <p>Approved Mailing jobs are to be place in <i>approved jobs</i> bin in the Laser room.</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

CI035

Rev. Date 4/20