

REVIEW YOUR PROOF

1. Please review your proof, keeping in mind that:
2. Your proof may contain more than one tab. Each tab shows a different artwork needing to be reviewed.
3. To access previously rejected versions, if applicable, use the **Versions** menu. (*Previous versions cannot be approved or rejected*)
4. If we provided you with a PDF proof, please download the file by clicking on the PDF's thumbnail.

Client: Robert Smith Job Name: Business Cards

Versions: Version 1 (dropdown arrow) Access previously reject versions (if applicable)

Business Card Front Business Card Back

Your proof may contain more than one tab. Please review each tab.

APPROVING THE PROOF

1. From the Approved tab, mark all **Proof Files** as checked, confirming that you've reviewed them all.
2. Enter your name on the Approved by text box.
3. Click on the **Approve** button.

Note: Partial approvals are not allowed. You are required to approve all the files at once. If one or more proof files require revisions, please Reject the entire proof.

APPROVE REJECT DELAY DECISION

Hello. Please proofread the attached document and let us know if OK to print. Sending Back proof approval means that you have read and reviewed the proof provided by RiverCity Print & Imaging and do hereby "OK" them for production. I understand that by releasing this proof for production, should there be any errors in them that I have not detected, I am obligated to accept the finished product, with full payment due to RiverCity Print & Imaging . If the proof is not approved, please hit the reject button and upload the new art file. Please send all proof communication through this, and not through our main email.

Proof Files

☒ Business Card Front Mark all proof files as checked.

☒ Business Card Back

Approved by: Richard Smith Enter your full name APPROVE

REJECTING THE PROOF

Need to make changes.

1. Access the **Reject** tab.
2. Describe the changes needed by using the provided text box. If you wish to share files, use the **Upload Files** option.
3. Enter your name on the **Rejected by** text box.
4. Click on the **Reject** button.

The screenshot shows the 'REJECT' tab selected in a navigation bar with 'APPROVE' and 'DELAY DECISION'. Below the navigation bar, there is a text area for describing changes, with a red arrow pointing to it and the text 'Describe changes needed here.' Below the text area is an 'Attachment' section with an 'Upload Files' button (with an upward arrow icon) and an 'Or drop files' label. A red arrow points to the 'Upload Files' button with the text 'To upload files, first select them click here. then click on upload.' Below the attachment section is a 'Rejected by' text box containing 'Robert Smith' and a red 'REJECT' button. A red arrow points to the text box with the text 'Enter your full name'.

DELAY YOUR DECISION

1. From the **Delay Decision** tab, select a future date. We will remind you again on this date.
2. Enter your name on the **Delayed by** text box.
3. Click on the **Delay** button.

The screenshot shows the 'DELAY DECISION' tab selected in a navigation bar with 'APPROVE' and 'REJECT'. Below the navigation bar, there is a text area with the text 'I am not ready to make a decision at this time, please remind me again on:'. Below the text area is a date picker showing 'Mar 11, 2021' and a calendar icon. A red arrow points to the date with the text 'Select a future date'. Below the date picker is a 'Delayed by' text box containing 'Richard Smith' and an orange 'DELAY' button. A red arrow points to the text box with the text 'Enter your full name'.