

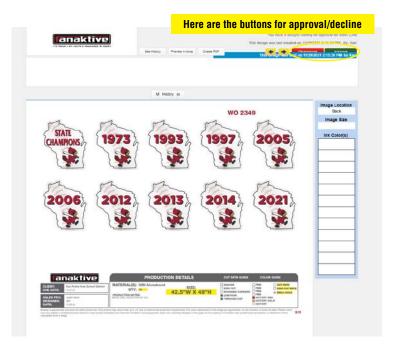
## **NEW PROOF**



You will still receive an e-mail for proofing. However, now there will be a link you need to follow to approve/decline your proofs. It will ask for your initials and if you are declining there will be an area to list your instructions for revisions. This is a link you can share directly with your clients and they can approve/decline as well.

These status updates will then be auto populated into our system.

Number of proofs for your order. Be sure to page through them all and approve/decline each one.





## **NEW PROOF ALTERNATE PROCESS**

Our new system has a maximum page number of proofs at 8. Anything over that will require a slightly different process. Our multi page proof will be attached as a PDF (just like it is now.) You will receive the same link to follow but the proof will look like the one below. Look through the multi page PDF and note changes within the system. As it says on the following proof reference page numbers.

ex:

Page 1- Approved

Page 2- Declined (add logo)

Page 3- Declined (Swap out player 23 with player 45)

Page 4- Approved

....and so on

If the decline is rather lengthy you can send an email to the artist but it is best if you can keep all direction within our system so all Fanaktive employees can see notes.



## **SEE ATTACHMENT TO EMAIL**

PLEASE SEE ATTACHMENT OF MULTI PAGE PROOF

WHEN DECLINING PLEASE REFERENCE PAGE NUMBERS AND DESCRIPTIONS OF AREAS THAT NEED REVISIONS.

SEE ATTACHMENT TO EMAIL

