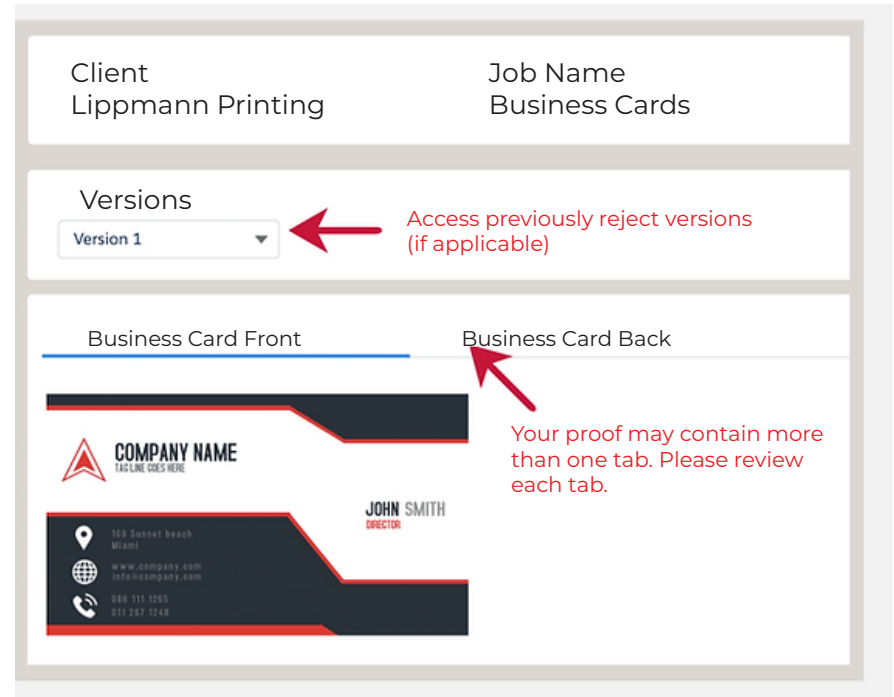


REVIEW YOUR PROOF

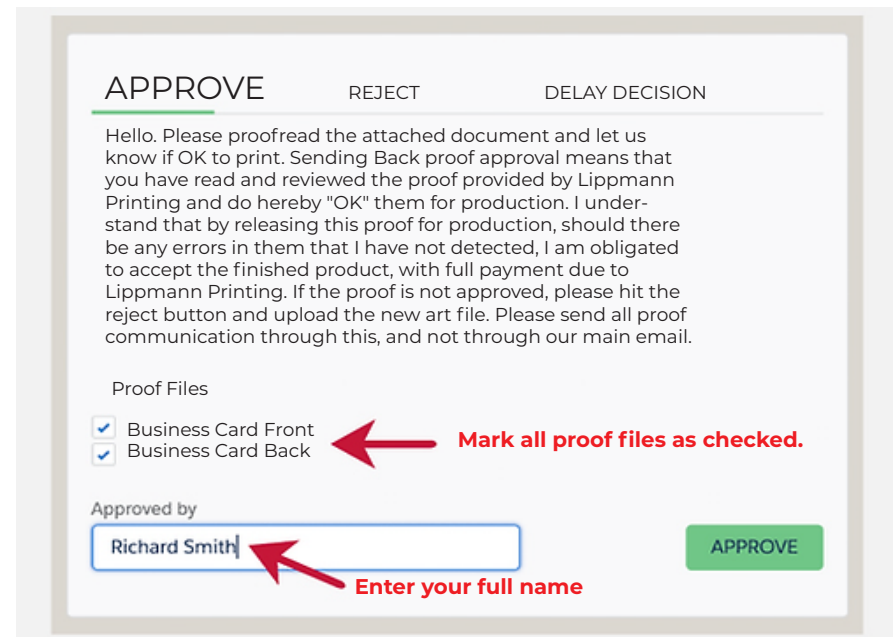
1. Please review your proof, keeping in mind that:
2. Your proof may contain more than one tab. Each tab shows a different artwork needing to be reviewed.
3. To access previously rejected versions, if applicable, use the **Versions** menu. *(Previous versions cannot be approved or rejected)*
4. If we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



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.



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.

APPROVE **REJECT** DELAY DECISION

Write your change requests below. If you need to send us a file, use the Upload button.

Please change the grey color to a light tone of blue instead.

Describe changes needed here.

Attachment

Upload Files **To upload files, first select them click here. then click on upload.**

Or drop files

Rejected by

Robert Smith **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.

APPROVE REJECT **DELAY DECISION**

I am not ready to make a decision at this time, please remind me again on:

Select a future date

Mar 11, 2021

Delayed by

Richard Smith **Enter your full name**