Print Advertisement Proofing Session Sheet

Client Name

Project / Campaign

Ad Title / Description

Proof Date

Ad Specifications

Publication	Ad Size	Color Format	Due Date

Proofing Checklist

Item	Status	Notes
Spelling & Grammar		
Logos / Branding		
Images / Graphics		
Contact Details		
Dates/Times/Offers		
Legal / Disclaimers		

Additional Comments

Client Signature

Date

Account Manager Signature

Date