

Commercial Offset Printer Setup Approval Form

Job Number

Job Name

Client Name

Date

Machine

Operator

Job Specifications

Paper Stock

Ink Colors

Quantity

Special Instructions

Setup Checklist

☐

Plates checked

☐

Registration checked

☐

Color balance checked

☐

Sample print approved



Other

Comments

Operator Signature

Date

Supervisor Approval

Date

Client Approval

Date