

# Art Proof

## Card

# Procedure Writer Checklist

27 MIL 3" x 4" CARD W/ SLOT

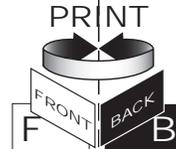
- Front art: 4-color process
- Back art: 4-color process

Order #:  
Date:

Quantity:  
Color: 4/4  
Spot Colors: No

Mag Stripe: No    Size: N/A  
Sig Panel: No    Size: N/A  
Matte Back: Clear/Clear

FRONT



BACK

 **BEFORE the task  
PROCEDURE FOLLOWING** 

*Procedure Writer's Commitment Checklist:*

- I understand that failure to follow procedures is the #1 industry challenge.
- I know that good procedures are more likely to be followed.
- I will write to the reading and technical level of the user.
- I will comply with all approved writing guidelines.
- I will strive to write self-contained procedures.
- I will strive to validate each procedure.
- I will act quickly on suggestions for changes in procedures.

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 **AFTER the task  
PROCEDURE FOLLOWING** 

*Procedure Writer's Commitment Checklist:*

- I made the change process easy for the user.
- I responded rapidly to change orders.
- I communicated action/progress on suggested changes.
- I validated each procedure.
- I eliminated redundant information.
- I acknowledged the importance of quality in every procedure.

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 = Space allocated for variable information. See data proof for specifications.

**\*Important\***

Please check this color proof carefully, as this is a direct representation of how your order will be produced. This color proof indicates the spelling and placement of text, and position of all type, graphics, signature panel, magnetic striping, etc. Please note that graphics may move +/- .0625" in any direction. This proof represents how color will appear on the final printed product. The color is accurate, varying only +/-5% in regards to ink density from the final piece. This however does not include spot colors. (Please refer to the color swatch attached to proof). **If proof is approved, the printer will not accept any liability for errors found after product is printed.** Any changes must be received in writing before we can proceed with production of your order.

The approval of this proof warrants that the content of the printed product is lawful and does not violate any copyright or trademark laws and that the customer has the authority to use the printed content. The customer accepts full responsibility for the printed content. The printer will not be held liable under any circumstances for the printed content.

If applicable, where you see FPO (for position only) on the proof, it does not necessarily represent size of data. A data proof requiring a separate approval will be provided to you, showing data type, size, and other specifications.

**Proof must be approved before production can begin. Your order's ship date is set after approval of Art and Data.**



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