

### ✓ PROOFING CHECKLIST

- All your text free of errors & spelling mistakes
- No images or text are missing from you artwork
- Text is legible & contrasts nicely with background
- The artwork is positioned correctly- nothing is overlapping or being cut-off

## FRONT



## BACK



### IMPORTANT NOTES

- Art boundaries are centered from top of mailer.
  - PDF previews may render differently in browser previews and phone views
  - Proof colors will vary from monitor to monitor
  - Once approved, any cost for product and reprinting is that of the customer
  - This proof is representative of general printing position, layout, size, and design
  - The quality of your print is determined by the quality of the file provided. Please submit files in vector format.
- Please carefully review your proof. By approving your proof, you acknowledge that your artwork is ready for print and free of errors. We are unable to offer a reprint, refund, or exchanges for issues concerning color or artwork defects that you approve during the proofing process.**

### ART SUBMISSION STANDARDS

- Common areas of ink fill in: any gaps smaller than 0.0625"
- To achieve the cleanest print, avoid reverse-outs & areas of heavy ink coverage.
- Outline all fonts to make them uneditable (SHIFT + CTRL + O) or email your font files to [hello@ecoenclose.com](mailto:hello@ecoenclose.com)
- Barcodes should be sized at 150%, include a bearer bar, & can only be printed in black ink.
- QR codes should be sized with 0.0625" x 0.0625" between each square.
- Minimum Stroke Weight: 1 pt Standard & 2 pt Reversed-Out
- Minimum Font Size: 12 pt Helvetica Standard & 14 pt Reversed-Out

### REORDERS

- Reorders can be placed on the website at the "Account" tab at the very top of the Home Page.
- Reorders can also be placed via email. Email [hello@ecoenclose.com](mailto:hello@ecoenclose.com) with the details of your order (mailer type, size, quantity, original order number, and shipping address).
- Reorder printing lead times are the same as new order lead times, not including the time required for transit and delivery.
- Attaching the artwork proof to your reorder will help us determine what plate you would like to use in the event that you have more than one on file with us.