

Proofing & Approval SOP

Printing & Packaging

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produce a proofing and customer-approval procedure — soft proof vs hard proof, what to check, how sign-off is recorded, and revision control — so approved artwork is unambiguous and reprints from disputes stop. Describe your process below.

Purpose of this tool & output

Lock sign-off so reprints stop

How the output is used

Use it to lock sign-off so reprints stop — a proofing and approval SOP that pins responsibility before the run.

Important cautions

AI-generated SOP; adapt to your customers.

Companion documents

- Prepress SOP
- Artwork Preflight Checklist
- Colour Management Guide
- Imposition & Ganging Guide
- Client Artwork File-Prep Guide
- Design / Artwork Brief

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.