



LUCY SAYS I DO

LUCY SAYS I DO - PROOFING CHECKLIST

YOU ARE RESPONSIBLE FOR THE PROOF READING OF ALL TEXT AND COPY IN THE PDF PROOFS SUPPLIED - PLEASE REFER TO OUR PROOFING CHECKLIST WHEN APPROVING YOUR PROOFS.

- 1) WE RECOMMEND YOU PRINT OUT YOUR PDF PROOF ON A DESKTOP PRINTER TO GET AN IDEA OF SCALE AND CONTENT.
- 2) DOES THE PROOF INCLUDE ALL THE ITEMS YOU HAVE ORDERED?
- 3) IS THE FONT CORRECT?
- 4) IS THE SPACING OF THE TEXT AND ALIGNMENT CORRECT? DOES THE TEXT ALIGN AS ANTICIPATED? IF REQUIRED IS THERE SPACE FOR YOUR GUESTS NAMES TO BE WRITTEN?
- 5) IS ALL THE RELEVANT INFORMATION INCLUDED IN THE TEXT, AND IS THE SPELLING & PUNCTUATION CORRECT?
- 6) PLEASE MAKE SURE THAT ABBREVIATIONS AREN'T INCLUDED IN THE COPY AND THAT ALL DATES AND ADDRESSES ARE SPELLED OUT IN FULL.
- 7) DATES, NAMES, PROFESSIONAL TITLES, ADDRESSES, EMAIL & WEB ADDRESSES, AND TELEPHONE NUMBERS MUST BE CHECKED
- 8) ARE YOU HAPPY WITH THE SCALE OF YOUR INVITATIONS?
- 9) HAVE YOU FINALISED THE CARD STOCK FOR YOUR INVITATIONS?
- 10) ARE ALL PATTERNS, DESIGN ELEMENTS AND MOTIFS INCLUDED AS EXPECTED? NB ANYTHING THAT DOES NOT APPEAR ON YOUR PROOF WILL NOT BE PRINTED.
- 11) DON'T CHECK YOUR PROOFS ONLY ON A MOBILE DEVICE AS COLOURS CAN APPEAR VERY SATURATED.
- 12) PLEASE NOTE THAT COLOURS WILL APPEAR DIFFERENTLY ON YOUR ON SCREEN PDF PROOF THAN WHEN PRINTED, AS LIGHT IS LIT BEHIND YOUR DESIGN ON SCREEN. ALSO BE AWARE TO NOT GO BY COLOURS PRINTED FROM YOUR DESKTOP PRINTER. IF YOU ARE CONCERNED ABOUT COLOUR THEN WE WOULD RECOMMEND THAT YOU HAVE A HARD COPY PROOF PRINTED. (ALTHOUGH THERE WILL ALWAYS BE SLIGHT VARIATIONS WITH PRINT DUE TO THE NATURE OF THE PRINTING PROCESS.)
- 13) GET SOMEONE ELSE TO CHECK THROUGH YOUR PROOF. THEY MAY SPOT SOMETHING YOU HAVEN'T.
- 14) REMEMBER ONCE THE PROOFS HAVE BEEN APPROVED BY YOU. LUCY SAYS I DO CANNOT BE HELD RESPONSIBLE FOR ANY MISPRINTS.