

Office of State Publishing

CUSTOMER PROOF AUTHORIZATION | 916.323.3085 (OSP FAX)

OSP 32 (REV. 05/2004)

JOB #	COMPONENT #	REQUISITION #	DATE OUT	DATE IN
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[CUSTOMER INSTRUCTIONS

Please examine your proof(s) carefully. Return all materials with your proof(s).

- Check proof(s) for color breaks, registration, position, folds, pagination, size, typestyle, and perforation marks if applicable. Contact your Customer Service Representative for pricing on editorial changes.
- Clearly indicate all corrections, alterations or areas of concern. Answer any queries marked by OSP. If your print job requires PMS color ink, please confirm that the attached PMS color chip(s) correctly represent your choice of ink color(s).
- In order to maintain the production schedule, proofs should be returned within one working day. If you cannot return your proof in one working day, contact your Customer Service Representative. If you do not know your Customer Service Representative, call 916-322-1031. Please refer to your OSP job number when inquiring about your job and/or future reprints.

PLEASE CHECK THE APPROPRIATE BOX(ES), SIGN, DATE, AND RETURN TO OSP.

<input type="checkbox"/> 1. Send revised proof (check all that apply) <input type="checkbox"/> Page <input type="checkbox"/> Laser <input type="checkbox"/> Improof <small>(for pagination and/or layout)</small>	<input type="checkbox"/> Color (contract) <small>(for approximate color on press)</small> <input type="checkbox"/> Other _____
<input type="checkbox"/> 2. Correct and Print <small>(Applies to minor corrections only. OSP reserves the right to require the author to review a revised proof.)</small>	<input type="checkbox"/> 3. OK TO PRINT <small>I understand by checking OK TO PRINT and signing that my office/department assumes financial responsibility for any errors or omissions shown on this proof.</small>

CORRECTION INSTRUCTIONS (Please list, in detail, the corrections needed for each page.)

OSP to make changes New disk enclosed

OSP CANNOT PROCESS THIS JOB FURTHER WITHOUT A SIGNED PROOF

SIGNATURE →	DATE	PHONE
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[OFFICE OF STATE PUBLISHING USE

When completed, return to OSP Proof Desk.

REVISION #

ELECTRONIC PREPRESS INSTRUCTIONS

<table style="width:100%;"> <tr><td style="text-align:center">1</td><td style="text-align:center">2</td><td style="text-align:center">3</td></tr> <tr><td colspan="3">Desktop/CTP</td></tr> <tr><td><input type="checkbox"/> Scan photos/art</td><td><input type="checkbox"/> Improof</td><td><input type="checkbox"/> Contract proof</td></tr> <tr><td><input type="checkbox"/> Page improof</td><td><input type="checkbox"/> Laser</td><td><input type="checkbox"/> Other _____</td></tr> <tr><td><input type="checkbox"/> See correction instructions</td><td colspan="2"></td></tr> </table>	1	2	3	Desktop/CTP			<input type="checkbox"/> Scan photos/art	<input type="checkbox"/> Improof	<input type="checkbox"/> Contract proof	<input type="checkbox"/> Page improof	<input type="checkbox"/> Laser	<input type="checkbox"/> Other _____	<input type="checkbox"/> See correction instructions			<table style="width:100%;"> <tr><td style="text-align:center">1</td><td style="text-align:center">2</td><td style="text-align:center">3</td></tr> <tr><td colspan="3">Digital Press</td></tr> <tr><td><input type="checkbox"/> Send revised proof</td><td><input type="checkbox"/> Correct and print</td><td><input type="checkbox"/> OK to print</td></tr> <tr><td><input type="checkbox"/> See correction instructions</td><td colspan="2"></td></tr> </table>	1	2	3	Digital Press			<input type="checkbox"/> Send revised proof	<input type="checkbox"/> Correct and print	<input type="checkbox"/> OK to print	<input type="checkbox"/> See correction instructions			<table style="width:100%;"> <tr><td style="text-align:center">1</td><td style="text-align:center">2</td><td style="text-align:center">3</td></tr> <tr><td colspan="3">Encoding/Mecca</td></tr> <tr><td><input type="checkbox"/> Page proof</td><td><input type="checkbox"/> Laser</td><td><input type="checkbox"/> See correction instructions</td></tr> </table>	1	2	3	Encoding/Mecca			<input type="checkbox"/> Page proof	<input type="checkbox"/> Laser	<input type="checkbox"/> See correction instructions
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PLANNER INSTRUCTIONS

Job Status <input type="checkbox"/> OK TO PRINT <input type="checkbox"/> Correct and print <input type="checkbox"/> Revised proof <input type="checkbox"/> See correction instructions	Job Requirements <input type="checkbox"/> Digital press <input type="checkbox"/> Conventional press <input type="checkbox"/> Bindery <input type="checkbox"/> Mass mail <input type="checkbox"/> Partial vend out <input type="checkbox"/> Full vend out
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BILLABLES

Author's Alterations (Chargeable) Printer Errors (Non-Chargeable)