

At Midwest Graphics and Awards, Inc. pride ourselves on offering a digital pre-production proof for all orders. What that means is that a digital representation of the finished product before production begins.

**Order Number: 12345**  
**Mighty Mac August 2017**

**Customer PO:**



**Order Info**

Name: John Smith  
Address: 2135 Bishop Circle Suite 8  
Dexter, MI 48130  
Tel: 555.555.5555  
Email: johnsmith@email.com

Vendor:  
Brand: Gildan  
Style: 8000  
Color: Paprika  
Size: S-5, M-10, L-15, XL-10, 2X-5

Total Quantity: 45

\*Production Date: 8/15/2017  
Due Date: 8/18/2017  
Shipping Method: UPS Ground

\*Production date is tentative. On occasion, orders may have to be pushed back a few days. We recommend calling or emailing prior to picking up if you have not been contacted regarding your order status.

**Production Information:**

Location: Front, Back Tag  
Size: F-12" w x 10.5" h ; BT- 1.5" w x 1.5" h  
Thread Color: n/a  
Ink Color: Black, Mint Green (3242 C)

**Additional Notes:**

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Please check the following: size, layout, spelling/punctuation, colors, etc.  
All changes must be noted on the proof when sent back.  
Customer assumes full responsibility once proof is approved.

**MIDWEST GRAPHICS**  
& AWARDS, INC.

Midwest Graphics & Awards Inc.  
2135 Bishop Circle East  
Suite 88  
Dexter, MI 48130  
Phone: (734) 424-3700  
Fax: (734) 424-9212

The pre-production digital proof will contain the following:

- Artwork, placement, and ink/thread PMS color codes
- Garment styles and quantities
- Expected production dates
- Your in hands date
- Shipping Method

In order for the process to begin, we will need your approval of this proof. Once you sign off on your proof, your production timeline begins. If revisions need to be made, please let us know and we'll get a revised proof back to you.

Midwest Graphics and Awards, Inc. will offer two (2) pre-production digital proofs for free before your order. Any additional proofs will result in a \$15.00 fee per additional revision and a credit card form

on file. If there is any issues with your first proof, please make sure to list them in the first response. If there was a mistake on our end, we will not bill for this revision.