**Reprints / Revisions Approval Form**

Will retain original job number. Revision date to be updated

This is an important document – Please keep with proof at all times

**Before you submit your reprint for checking please ensure you have checked:**

The original brief is attached to the green sheet  Check the visuals represent the current changes (e.g. Newton/Arkwright)

Legal implications or t’s and c’s are up-to-date  Any quotes / testimonials are relevant and by recent students

All dates are correct / updated accordingly  Urls and telephone numbers still work

You have updated any statistics with the most relevant and most recent information (reference if necessary)

**Job No:** Job Title: Date briefed:

**Brief description of job:**

**Target audience (UG/PG /Current students/ Reputation/Staff):**

**Expected / desired outcomes of reprint**:

**How and where will this be used:**

**Amends required**  **Yes**  **No**

Designer: Copywriter: **Ticket no:**

First artwork       Proof deadline       Delivery date:

Marketing Mgr: Client:

Quantity:

Quote 1: Supplier       Price       Run-on

Quote 2: Supplier       Price       Run-on

Quote 3: Supplier       Price       Run-on

**Copy ready? Yes**  **No**

**Brief description of changes:**

Brief specification:

Marketing visuals and editorial check

Marketing Executive / Manager Signature Date

Client Signature Date

Editorial Team Signature Date

Head of Integrated Marketing /

College Marketing Manager Signature Date

Creative Design Manager Signature Date

Delivery

Enter location:

If University delivery, state recipient name and building: **Name:** **Building:**