



ORDER #:	_____	MATERIAL:	_____
PROOF DATE:	_____	LAMINATE:	_____
CLIENT:	_____	SUBSTRATE:	_____
PROJECT:	_____	QUANTITY:	_____
PROOF VERSION:	_____	DUE DATE:	_____

NOTES:

☒ PICKUP ☐ DELIVERY ☐ SHIP ☐ INSTALL ☐ REMOVAL

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PROOF

Signature: _____ Date: _____

☐ **APPROVED**
(no changes)

☐ **APPROVED WITH CHANGES**
(approved with minor changes, no reproof)

☐ **NOT APPROVED**
(changes, please reproof)

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PROOF

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Order Cancellation Policy – Due to our accelerated production schedule, cancellations of orders must be made within 24hrs of initial order. After 24hrs orders are in our production queue and cannot be guaranteed to be cancelled. All cancelled orders require compensation for incurred costs and related obligations at the time of cancellation. The amount will be calculated based on actual costs incurred for both materials and labor and subtracted from the payment amount. We will refund any amount that remains in the form of payment initially received, but if our costs exceed the amount of deposit, you may be obligated to make payment in full if no replacement order is executed. There is no cancellation or refund on products in the production queue or already completed, in this case the full order balance remains due.

Advertising Samples – 2CT Media, LLC can use customers printed products for samples, displays or promotional advertising purposes.

Indemnification – The customer represents that they have the legal right to produce or reproduce all materials ordered from the 2CT Media, LLC. In the event that a charge, claim, demand or proceeding is made against 2CT Media, LLC based upon illegal and/or wrongful acts by the customer or that the product produced or printed at the request of the customer infringes any copyright, patent or other proprietary right of any person or contains matter that is slanderous, libelous, defamatory or obscene. The customer shall indemnify and hold 2CT Media, LLC harmless from and against any loss, damages, costs and expenses arising from or related to the claim including without limitation: (1) defending 2CT Media, LLC against any claim (2) paying any judgment or award against the customer, and (3) reimbursing 2CT Media, LLC for any legal fees and expenses it reasonably incurs in responding.

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