

# Artwork Approval Form

Tel: 086 111 1457

Email: info@giftwrap.co.za



Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I agree that the following is correct:

Spelling:

☐

Positioning:

☐

Size:

☐

Colour:

☐Contact details  
(telephone number  
address, website  
address)☐

Pantone colour \_\_\_\_\_

A4 PU Straight Stitch Range diary, colour navy blue. Page a day. Including a 1 colour printed logo of the school logo, Individual name and position



## PRINT INFORMATION

PRINTING TYPE: Silk  
BRANDING COLOR: gold  
SIZE 80mm  
POSITION: Centred  
DESCRIPTION: diaries  
COLOR OF STOCK: NA  
QUANTITIES: 28  
QUOTE /INVOICE NUMBER SS342771

The branding on this product is permanent. This is a visual representation of branding and might change in the actual branding process.  
Any changes in-production will be sent to you again.

Humbelani Mabirimisa  
CSRC Sports, Arts And Culture Officer

Tshepiso Kgari  
CSRC Chairperson

Tebogo Lebese  
CSRC Sports, Arts And Culture Officer

Thabang Abel Masiakwala  
CSRC Gender And Health Officer

Macala Faith Moyo  
CSRC Chairperson

Joel Setabo Letsoalo  
CSRC Secretary

Mogofane Louisa Nyama  
CSRC Education Officer

Tiego Leopeng  
CSRC Disciplinary And GCI Officer

Dimakatso Rachel Malatji  
CSRC Disability Officer

Kamogelo Kgaabi  
CSRC Education Officer

Tlou Hlahla  
CSRC Secretary

Matimba Mastepher Zitha  
CSRC Educational Officer

Johanna Mathey  
CSRC Gender and Health Officer

Seboto George Chuene  
CSRC Secretary

Kabelo Evelyn Maponya  
CSRC Sports Arts and Culture Officer

Peter Katlego Goitsimodimo Senosha  
CSRC Chairperson

Tebogo Magdaline Thembo  
CSRC Sport, Arts & Culture Officer

Ntsako Colby Shikweni  
CSRC Gender And Health Officer

Tisetso Sayers Matsi  
CSRC Disciplinary and GCI Officer

Mokadikwa Cinah Mashalane  
CSRC Secretary

Tebogo Mogale  
Assistant Director : Student support Services

Maphuti Latoya Hlongwani  
Senior Student Support Services

Boitumelo Mokoto  
CSRC Disciplinary and GCI Officer

Adivhaho Mabunga  
CSRC Education Officer

Zwavhudi Ndou  
CSRC Gender & Health Officer

Thapelo Lamola  
CSRC Chairperson

Sophonia Mehlabene Maake  
CSRC Disciplinary And GCI Officer

Arthur Kgadima Manamela  
Student Support Officer



# Artwork Approval Form

## Branding Terms and Conditions

1. This document is subject to the guides and rules set out by the general terms and conditions set out on the GiftWrap website, as well as the Client's GiftWrap Quote and Invoice and by agreeing to these artwork terms and conditions the Client also agrees to the terms and conditions contained in the general terms and conditions set out on the GiftWrap website, as well as the GiftWrap Quote and Invoice.

2. Artwork will only be done for paying Clients, all artwork done by GiftWrap is subject to the fees listed on the original quote and invoice that the Client has received.

### 3. INDEMNITY

A. Upon receiving final artwork approval GiftWrap will not be held responsible for any spelling, colour or grammar mistakes.

B. As set out in our general terms & conditions any damage to artwork done through transport or courier services is not the fault of GiftWrap and the Client holds GiftWrap harmless in such regard.

C. Owing to printing, engraving, embroidering and other techniques colours may not exactly match the colours on the artwork approval page and the Client holds GiftWrap harmless in such regard.

D. If artwork needs to be re-drawn additional fees will be charged and GiftWrap will invoice the Client accordingly and the re-drawing will only commence once payment of such invoice has been made by the Client.

### 4. ARTWORK APPROVAL

A. Artwork will be sent to Clients within 48 to 72 business hours of a confirmed order.

B. All changes to artwork must be sent to GiftWrap after which the amended artwork will be resent within 12 business hours.

C. No orders will be placed until fully signed approved artwork has been sent to GiftWrap by the Client and receipt of such approval has been acknowledged by GiftWrap in writing as provided for in paragraph 4G and payment has been received.

D. All delays in providing approved artwork will cause delivery dates to change and GiftWrap is not liable for any damage of whatsoever nature that may be caused due to such delay and the Client specifically holds GiftWrap harmless in such regard.

E. It is the Client's responsibility to ensure that all approved artwork adheres to their required colours.

F. Clients can provide colours, pantones or swatches, if they do not have existing pantones GiftWrap will assign the closest Pantone Matches.

G. Upon approval of artwork GiftWrap will contact the Client to confirm that the order will be processed, subject to full payment being received by GiftWrap.

H. If artwork has been approved but payment is still outstanding the order will not be processed, see general terms & conditions for more.

### 5. REQUIRED ARTWORK ASSETS

A. A high-quality PDF or Vector file must be provided to the GiftWrap Graphics department.

B. Pantone colours or swatches must be provided to GiftWrap to ensure that artwork matches the desired colours.

C. All images that must be printed, embroidered or adhered onto a product must be sent in a high-quality PDF or Vector file.

D. Contingent on the type of printing requested the GiftWrap design department may ask for additional images to be sent in other file formats.

E. If the correct file formats cannot be provided GiftWrap retains the right to refuse artwork to be designed.

### 6. PRINTING QUALITY

A. GiftWrap does not guarantee that the final print will match the artwork approval form, as provided for in paragraph 3C.

B. Owing to material inconsistencies GiftWrap does not guarantee 100% colour match on different materials and the Client holds GiftWrap harmless in such regard.

C. Certain printing methods does not guarantee the same quality of printing, GiftWrap acknowledges this and hereby informs the Client that the final product may differ from those represented in images and the Client holds GiftWrap harmless in such regard.

### 7. ACCEPTANCE OF ARTWORK APPROVAL

A. Approval will not be accepted telephonically or in any verbal manner.

B. If changes have been made to supplied artwork, the new artwork must be approved before orders will be processed as provided for in these terms and the general terms and conditions.

C. Artwork approval must be signed by the Client (authorisation of the signatory is warranted by the Client) the e-mailed/faxed through to GiftWrap for acceptance to the following email address and/or fax number artwork@giftwrap.co.za 012 349 9506.

D. The sales consultant of GiftWrap will notify the Client in writing how much lead time is required before the finished product will be delivered.

### 8. AMENDMENTS

A. The provide artwork for approval by GiftWrap should not be amended by the Client.

B. All required changes should be discussed with your sales consultant who will then give through these changes to the GiftWrap Design department.

C. Once all amendments have been made a new artwork approval form will be sent and will be required to be signed by the Client.

D. Any changes made to the artwork will require full approval to be given before an order can be processed.

### 9. COPYRIGHT AND OWNERSHIP

The Client guarantees that any elements of text, names, graphics, photos, designs, trademarks or any other artwork that the Client provides for inclusion in the requested design are either owned by the Client or the Client has been granted written permission to use them and that it does not infringe any third parties rights.