



gldstudio.com

corporate marketing + communications

PROOF YOUR PROJECT:

When you receive your project from us, you can be assured that we have taken the time to proof it over. However, it's also important that you or someone at your office, who can look at it objectively, take the time to proof your project as well. Something could be overlooked. Or perhaps it doesn't look the way you expected and you want it changed. Here are a few things to look for:

Print

Is the spelling accurate?

Is the grammar correct?

Do the pages coincide with the table of contents?

Do the captions and images match up?

Is the contact information correct?

Address?

Phone Number?

Fax Number?

Website Address?

Email?

Web

Proofing a website is different than proofing print projects. Aside from the list above, you should check your site in different in different browsers and on different platforms. While we do our best to make sure it works in as many ways possible, it may appear different in our studio than in your office. Here are a few additional things to look for:

Is the website visually pleasing?

Do the links work correctly?

Are the images in the correct places?

Do the downloadable files work?

