



Proofing Policy

An approval to send an order to print is confirmation that you have reviewed the proofs/product completely, agree that all content in the proofs are correct, and hereby release GS OneSource from liability of any content errors that should be discovered after production begins.

Proofing is an important step. Whether you have submitted your own artwork or GS OneSource designs it for you, it is YOUR responsibility to check for any errors prior to printing. Please carefully check spelling, phone numbers, fonts, placement and all other details.

ELECTRONIC PROOFS

Electronic proofs closely represent the image, color and text placement, but is not the exact color. This is due to your monitor's color settings being slightly different than that of the designers as well as the printer's machinery. The colors of your proofs as they appear on your monitor, are only a close representation of the final printed piece. Your monitor uses a completely different system for displaying colors (RGB) to what is used in the print business CMYK or Pantone. colors may vary depending on your monitor's brightness, contrast and color adjustment settings. The image may appear larger or smaller than actual production size depending on the resolution of your monitor. We can not be responsible for variances in final printed colors unless they are outside of our production department's ink tolerance specifications.

PROOFING OF FINAL PROJECT

To limit any possible errors in artwork, designs will not go to production until they have been approved by the client. GS OneSource will not be held responsible for errors if the client misses something in the proof, has reused a printed or digital proof, or if the client, during order placement, has requested the order go to production without proofing.

TEXT

GS OneSource shall make every effort to ensure the final product is free of any grammatical and spelling errors, before giving the final product to the client. It is agreed that it is the client's responsibility to ensure that there are no spelling or grammatical errors contained in the final product. It is agreed that GS OneSource is not responsible or held liable for any errors contained

in the final product after the final proof has been approved by the client or the final product has been approved by the client, committed to print, or posted in view of the public.

IMAGES

GS OneSource will endeavor to ensure that only royalty free images are used in custom designs. It is agreed that GS OneSource, its officers, employees, shareholders, directors and suppliers, will not be held liable for any damages, costs and expenses, including reasonable legal fees, arising out of or related issues, copyright, or trademark infringement resulting from images used upon request of the client or provided by the client.

PROJECT CANCELLATION

A request to cancel project must be made in writing to GS OneSource and include the signature of the authoritative client. GS OneSource will charge for the number of hours accumulated and/or cost incurred in project development before the cancellation request is made.

PAUSE IN PROJECT DEVELOPMENT

A request to pause project development must be made in writing to GS OneSource and include the signature of the authoritative client. The delay will not exceed a period of 28 days. Unless other arrangements are made between both parties, GS OneSource will assume any delay requested by the client, or lack of communication from the client, that exceeds the 28-day period a cancellation, and hence will charge for the number of hours accumulated and/or cost incurred in project development before the request to pause is made or the last day of written communication.

CLAIMS PERIOD

Claims for defects, damages, and/or shortages must be made by the client in writing within a period of five (5) business days after delivery of all or any part of the order. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that they fully comply with terms, conditions, and specifications.