

Point 6 proof checklist

To help you check proofs produced by Point 6 at development stage, we have compiled the following prompt list.

Item number

Description

General

- Check information box is complete and accurate (job description, cutter reference, language breakdown, etc.).
- Check all amends have been done.
- Check new copy/translations have been flowed in correctly. Any text coloured up orange is outstanding, either awaiting final copy or translations.
- Ensure all product descriptions are accurate and up to date.
- Proof-read English copy and your native language if applicable.
- Check all codes are correct (if applicable).
- Check all legal information is present and accurate.
- Cross-ref proof with current pack/leaflet/label and any other sources of copy.
- If part of a range check consistency throughout.

To ensure the minimum number of proofs for each job – please check each version very thoroughly and provide all your feedback in writing to Point 6.

If you have any queries, please don't hesitate to contact us.