

5 STEPS TO SIMPLIFIED PROOFING

VariVerge Proofing Guidelines

Be specific.

Communicating document composition or data changes to our team in advance is beneficial for everyone.

Send a sample file that contains the specific accounts that you want to see proofs of.

Check carefully.

- Variable Data
- Grammar
- Dates
- Spacing
- Position
- Color
- Fonts

Phone a friend!

Have a coworker look through the document to identify any changes you may have missed on the first set of proofs.

Combine.

To reduce the number of proofs and speed up the service, combine all the updates into **ONE LIST** to present to **VariVerge**.

Send Final.

VariVerge receives all the changes at once, saving time and offering better accuracy.

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variverge
data + print + mail

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