

Before you make the name

01 / Exact characters

Check spelling, uppercase and lowercase, punctuation, spaces and line breaks. Read it back; do not silently correct a name.

02 / A visible reference

Attach the actual layout or proof. Include size, color, placement and the item. Label it with the order ID and version.

03 / An explicit decision

Save the customer response approving that version. A vague reply or no reply leaves the job pending.

04 / A change rule

If anything changes, label the new version and confirm its price and date effects. Keep the old proof out of production.

05 / A physical comparison

Compare the finished item to the approved proof before packing. Record a HOLD for any mismatch and recheck after fixing it.

TRY IT ON ONE ORDER: ID / LATEST VERSION / NEXT ACTION

Free checklist from Scope & Follow. Use with your existing order system. It helps structure a review; it cannot guarantee error-free production.