



ProofStuff

Online Proofing System

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Effective: 10/8/18

Introduction

ProofStuff is a web application that allows your company to manage proof generation, approval, and follow up processes for your customers.

“Proofs” are images or documents that you want your customer to approve or decline. They are uploaded from within OnSite (or from the ProofStuff.com website) and your customers are presented with a consistent, professional interface where they can view and act on the the proof using standard web browsers.

Some common use cases include:

- You have finalized a new design for your customer and need the customer’s final approval before proceeding with production.
- You are working on a new design concept for a customer and want them to choose between several different options.
- You want your customer to “sign off” on the order approval for a sales order. This can take the place of the traditional signed and faxed order approval.
- You want your customer to “sign off” on shipping instructions or other pertinent details as they relate to a sales order.

Benefits

- Organized and Streamlined

ProofStuff is **completely integrated with your OnSite system**, meaning all employees can see art and order approval details at any time. Proofs are linked to Orders or Designs allowing customer service reps and artists instant access to information on this critical aspect of order processing.

- Automated Follow Up

ProofStuff has **automated email reminders** that are sent to your customers at intervals that you select.

- Consistent and Professional Presentation

Your customers will be presented with a consistent and professional approval process complete with **your branding and customized instructions**.

- Accountability

All data for the approval process are stored and viewable. This includes dates, times, digital signature and IP addresses of approving parties.

How It Works

Below is an overview of how the ProofStuff.com proofing process works. For more details on setting up and using ProofStuff, view the training videos available on www.ShopWorksCentral.com.

Step 1 – Generate your Proof From OnSite (or the ProofStuff.com website)

Proofs are uploaded from your OnSite system, from the ProofStuff website, or from both.

The screenshot shows the ProofStuff interface for a proof titled "Art and Order Approval". The main content area displays two files for approval: a maroon t-shirt with the "Edmund's Landscaping" logo and an "OnSite" invoice for order 2878. The invoice details include customer information, order number, and a table of items. The interface also features a "Customer can 'Approve One' or 'Decline All' files." notification bar and buttons for "Add File", "Design", "Form", "Notes", "Clear", and "Delete".



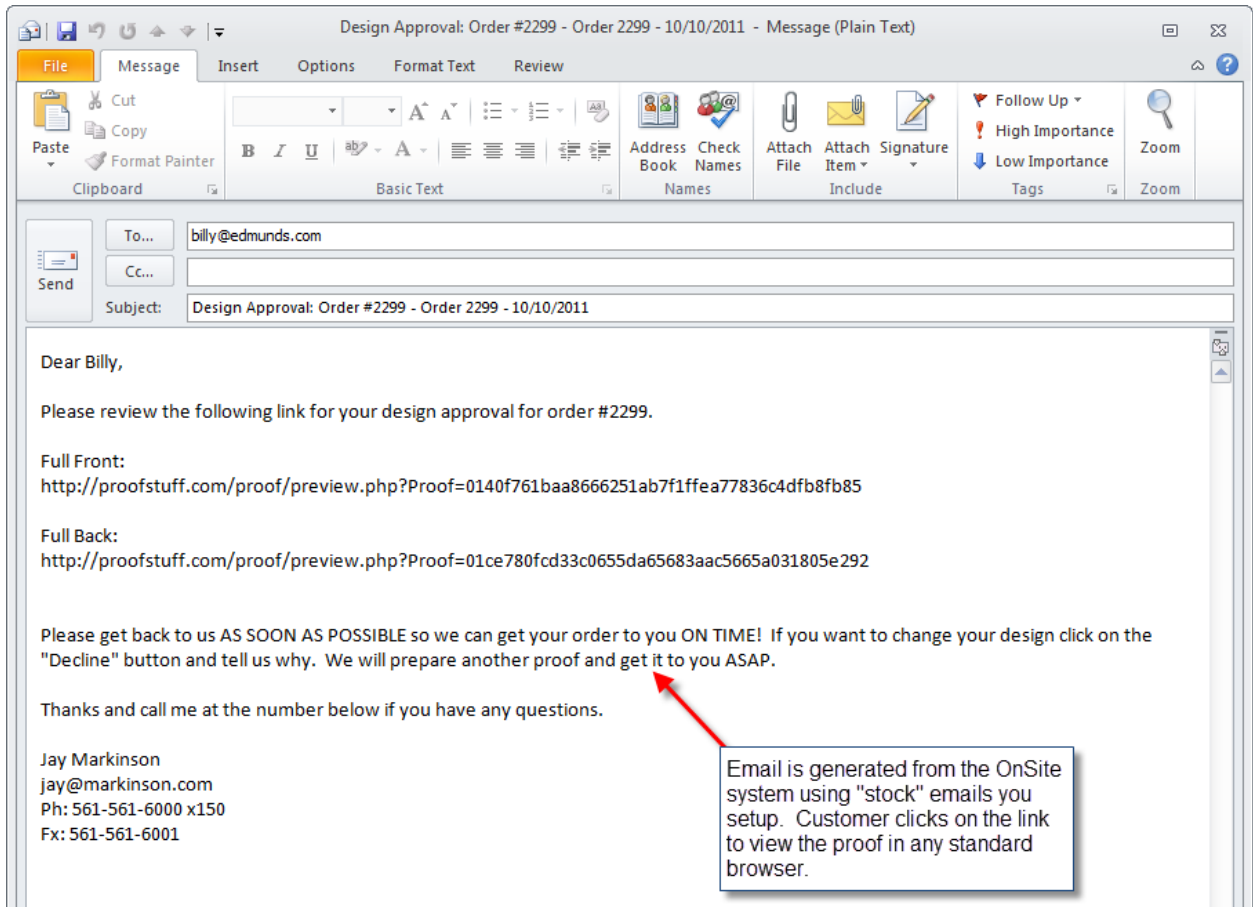
In this example we are asking the customer to approve the art and the invoice details for this order.



Remember that a "Proof" can be almost anything...an image, several images, a document, or even an OnSite form.

Step 2 – Send Your Customer an Email

Once proofs have been created, send an email to your customer with links to view the proofs. Use stock emails with dynamic text to generate the email and save you data entry time. Emails are sent from wherever the Proof was generated...OnSite or from ProofStuff.



The screenshot shows an email client window titled "Design Approval: Order #2299 - Order 2299 - 10/10/2011 - Message (Plain Text)". The email is addressed to "billy@edmunds.com" with the subject "Design Approval: Order #2299 - Order 2299 - 10/10/2011". The body of the email contains the following text:

Dear Billy,

Please review the following link for your design approval for order #2299.

Full Front:
<http://proofstuff.com/proof/preview.php?Proof=0140f761baa8666251ab7f1ffea77836c4dfb8fb85>

Full Back:
<http://proofstuff.com/proof/preview.php?Proof=01ce780fcd33c0655da65683aac5665a031805e292>

Please get back to us AS SOON AS POSSIBLE so we can get your order to you ON TIME! If you want to change your design click on the "Decline" button and tell us why. We will prepare another proof and get it to you ASAP.

Thanks and call me at the number below if you have any questions.

Jay Markinson
jay@markinson.com
Ph: 561-561-6000 x150
Fx: 561-561-6001

A red arrow points from a text box to the word "ASAP" in the email body. The text box contains the following text:

Email is generated from the OnSite system using "stock" emails you setup. Customer clicks on the link to view the proof in any standard browser.



You have the option to send one email per proof or you can send a single email with all the proofs in it (like shown above).

Step 3 – Customer Views The Proof

Once your customer receives their email they click on the link to see the details of the Proof.

Bubba's T-Shirt Shak

Proof To

Name	Buck Strickland
Phone	3333333333
Email	oldtop64@StricklandNorth.com ; ; View all my Proofs

Proof From

Name	Jay Markinson
Phone	561-491-6000 x150
Email	j.markinson@proofstuff.com

Proof Instructions

Proof Items

Name	Art and Order Approval
	View Proof History
	View all my Proofs for this Order
Order ID	2878

Edmund's Landscaping

OnSite Invoice: 2878

Customer #	7328	PO Number		Terms		Service Rep.	Sam Outage	Ship Method	JCP Ground Commercial
Design ID		Design Title		Type					
1444		1444		Screen					

Qty	Unit	Price	Total
1		45.00	45.00
1		45.00	45.00
10		9.00	90.00
			180.00

Logos and stock text is customizable based on how you want your Proof to look.

Customers can see related Proofs and a history for this Proof.

The customer must Approve or Decline items on the Proof before it is submitted to you for action. You and your customer receive an email once a Proof is acted on.

Step 4 – Customer Reminders

You can setup your ProofStuff website to send customers email “reminders” to approve their proof.

Send up to 3 reminders per proof. You control when they are sent to the customer. These reminders are then sent automatically by the ProofStuff.com website.

Customize the contents of each reminder email.

Would you like to send reminder emails?

Email 1 - Send hour(s) after proof is created.

Subject:

B I U | 3 (12pt) | ↺ ↻

Please remember to approve (or reject) this proof. Failure to do so in a timely manner will prevent us from being able to produce your job on time.

If you have any questions, please contact customer service at 800-410-0200.

Email 2 - Send hour(s) after proof is created.

Subject:

B I U | 3 (12pt) | ↺ ↻

This is our second request.

Please remember to approve (or reject) this proof. Failure to do so in a timely manner will prevent us from being able to produce your job on time.

Email 3 - Send hour(s) after proof is created.

Subject:

B I U | 3 (12pt) | ↺ ↻

This is your final reminder.

Step 5 – Customer Response

When a customer approves or declines a proof you are sent an (optional) email notifying you. In addition, you can see the changes to the proof real-time in your OnSite system.

Proof Name	Proof Message	Contact Information	Employee Information	Feedback /Retire	Date Created	Status
Art and Order Approval		Buck Strickland 3333333333 oldtop64@StricklandNorth.com	Jay Markinson 561-491-6000 x150 j.markinson@sourcelogo.com		3/9/17	retired
Art and Order Approval		Buck Strickland 3333333333 oldtop64@StricklandNorth.com	Jay Markinson 561-491-6000 x150 j.markinson@sourcelogo.com		3/9/17	partial



See Proof status in your OnSite system along with customer feedback made when accepting or declining a Proof. You AND your customer are sent an email with the details once a Proof has been acted on.



NOTE: This is just an overview of the ProofStuff.com website and how it works. For a more detailed look please contact ShopWorks for a personalized demo or view the ProofStuff training videos available on www.shopworkscentral.com.

Features

- ProofStuff.com is a hosted service. You do not need to setup any websites or domain names to use it.
- Generate customer proofs from your OnSite system. Proofs are images, documents, or ShopWorks forms. See “Supported File Types” section of this document for more details.
- Generate approval email for customer utilizing dynamic text and stock forms you store in your OnSite 7 system.
- Customize how proofs look when a customer views them. This includes logo, colors and stock text that is presented.
- Choice of zoom methods when a customer views an image proof.
- Logging for when customer is sent, approves, or declines a proof gives you complete timetable “accountability” on each proof.
- System stores email address, person name, and IP address when a proof is approved or declined.
- Email confirmations are sent to your employees when a proof is approved or declined.
- ProofStuff.com sends up to 3 customizable email reminders for proofs that are open, and have not been approved or declined.
- “Retire” process allows you to remove proofs from the system that are no longer relevant to a sales order or design.
- ProofStuff.com Admin Console allows you to administer your site and see open proofs from any web browser and internet connection.

Pricing and Billing

ProofStuff.com pricing is based on the number of proofs that you create on a monthly basis:

Monthly Cost	Proofs Included	Cost Per Proof
\$ 75	1,000	\$ 0.0750
\$ 125	2,000	\$ 0.0625
\$ 160	3,000	\$ 0.0533



NOTE: Anything over 3,000 proofs per month are billed at \$.05 per proof.

- ProofStuff.com is charged as a monthly web-based service. There are no setup charges to begin using ProofStuff.com.
- We must have your credit card on file for monthly charges. To begin your service, please fill out the credit card authorization form at the end of this document and fax to 877-491-5860.
- Charges are made on the 31st of each month for the next month's service.
- Monthly invoices are not mailed and credit card statements serves as your receipt.
- Your ProofStuff.com service can be terminated at any time by sending an email to accounting@shopworx.com.

Supported File Types

ProofStuff.com support both image proofs and document proofs. Listed below are the support files for each proof type.

Image File Types Supported

- JPG
- PNG
- GIF

Document File Types Supported

- Microsoft Word (.DOC and .DOCX)
- Microsoft Excel (.XLS and .XLSX)
- Microsoft PowerPoint (.PPT and .PPTX)
- Adobe Portable Document Format (.PDF)
- Apple Pages (.PAGES)
- Adobe Illustrator (.AI)
- Adobe Photoshop (.PSD)
- Tagged Image File Format (.TIFF)
- Autodesk AutoCad (.DXF)
- Scalable Vector Graphics (.SVG)
- PostScript (.EPS, .PS)
- TrueType (.TTF)
- XML Paper Specification (.XPS)
- Archive file types (.ZIP and .RAR)



Company Name

Date

Monthly Recurring Charges - ProofStuff.com

Signing this form authorizes ShopWorks to charge credit card based on website usage as shown below. Charges will be made on or about the 30th of each month for service for the following month. Customer can cancel service at any time provided ShopWorks receives verbal or email notification by the 30th of a month. Email should be sent to accounting@shopworx.com.

	Monthly Cost	Proofs Included	Cost Per Proof
<i>Charge Amount</i>	\$ 75	1,000	\$ 0.0750
	\$ 125	2,000	\$ 0.0625
	\$ 160	3,000	\$ 0.0533

NOTE: Over 3,000 proofs per month is billed at \$.05 per proof.

START DATE

Authorization Information

MasterCard  Corporate

Visa  Personal

Amex 

We MUST have your complete address below and this MUST match the billing address for the Credit Card being used.

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S BILLING ADDRESS

CITY STATE ZIP

CARDHOLDER'S SIGNATURE

Card Number

 - - -

Expiration Date

V-Code

V-code is the 3 or 4 digit security code listed on the back of your card.

fax completed form to 877-491-5860 or
email completed form to accounting@shopworx.com