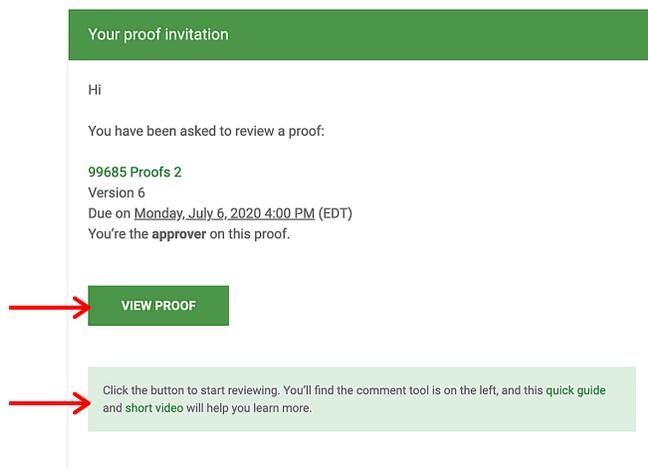# Review Your Label Design Proofs Using PageProof

WHO RECEIVES PROOFS

All wholesale orders receive 3 free rounds of proofs to provide edits. Once you approve, we will print & label your products. Sample Kits of 4 do not provide proofs. For all other samples, you receive one round of edits before we print your labels, but you will receive a final print proof.

RECEIVING YOUR PROOF

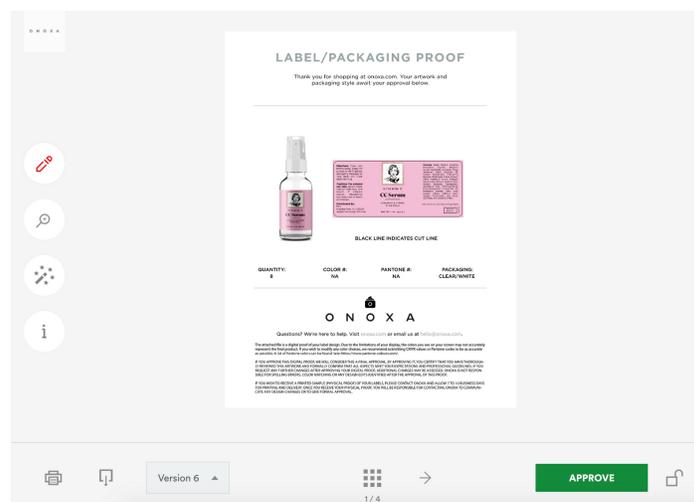When you receive a proof invitation email, click the VIEW PROOF.

PageProof will automatically create your account and keep you logged in. If you change your browser or device you originally used to view the proof on, you will be asked to log in. Simply, click FORGOT PASSWORD on the login screen to set a password for yourself you will remember.

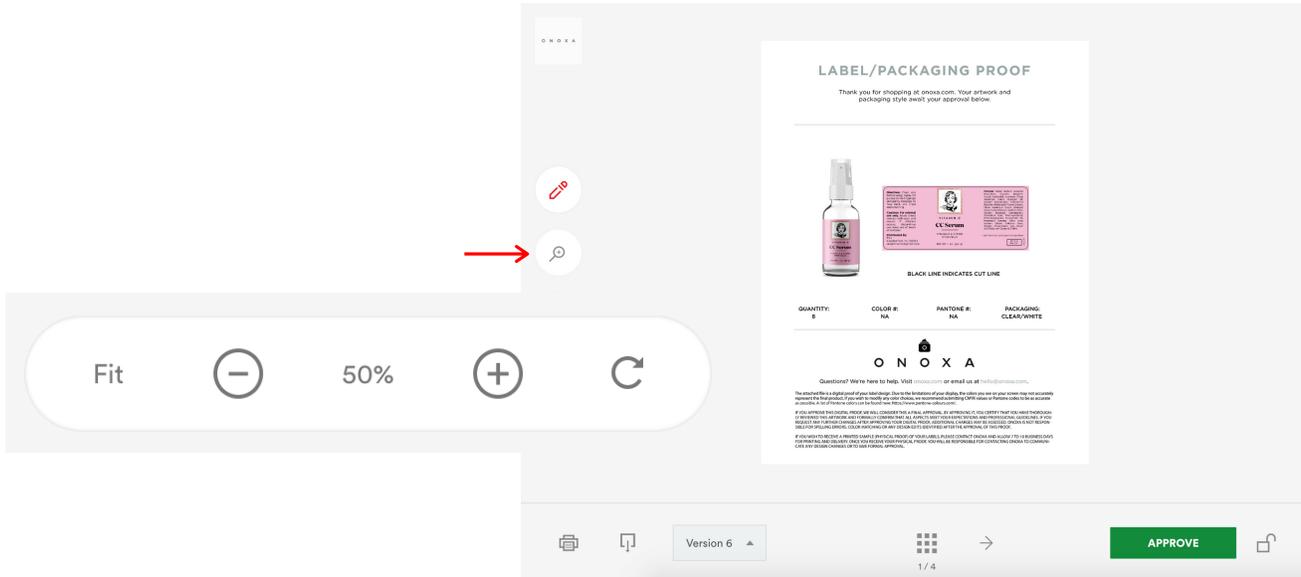A quick video guide will also be attached to this email.

REVIEWING YOUR PROOF

Once you open up your proof, you will be able to analyze each page, zoom, flip through pages, add comments, upload images, etc.
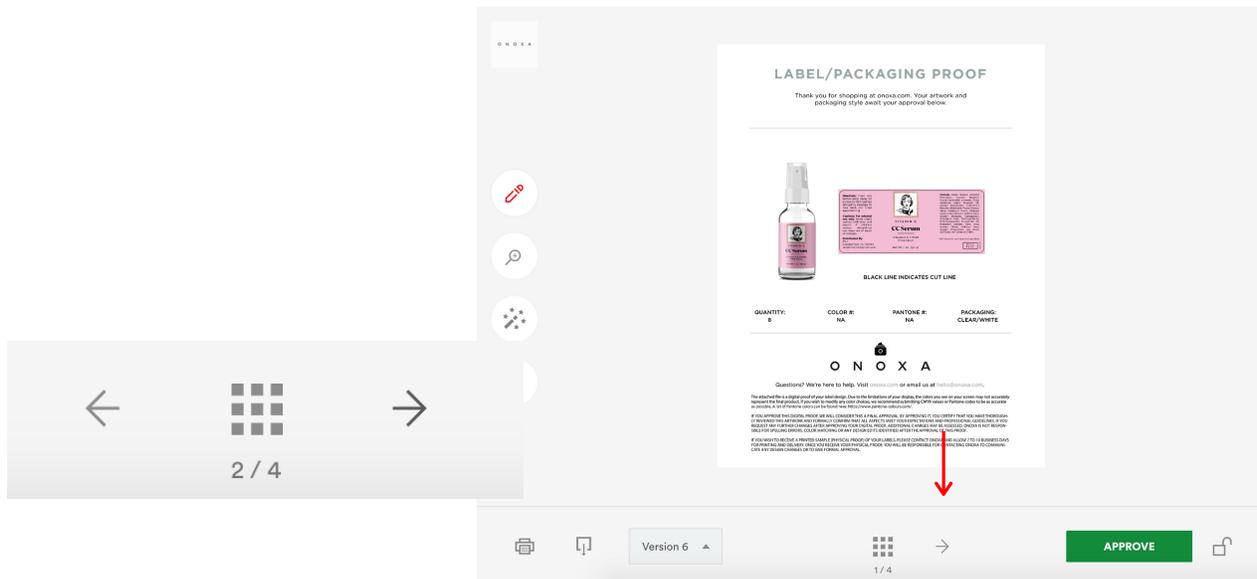
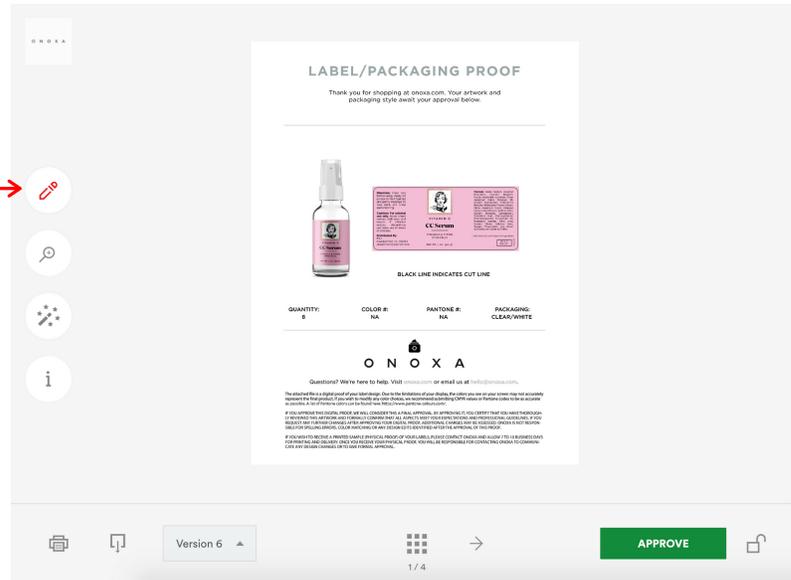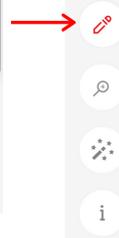# ZOOM OPTION

To zoom in, select the **magnify glass tool.**

VIEW NEXT LABEL

To view the next page of your label proofs, click the **arrow buttons** to flip pages.
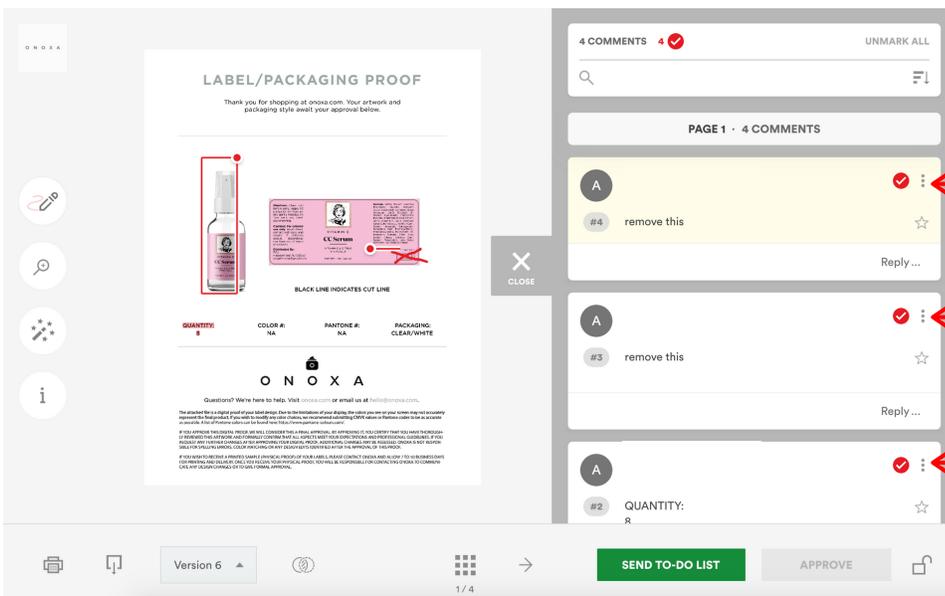
ADDING COMMENTS

To add a comment, select the red pen tool. The first pen allows you to make a pin, draw a line, or drag diagonally to draw a box. The second pen is a highlighter. The third pen allows you to draw freely on the proof to make shapes, lines, etc.

Once you have selected where you'd like to make your comment, a comment box will pop up to allow you to type in your edits.
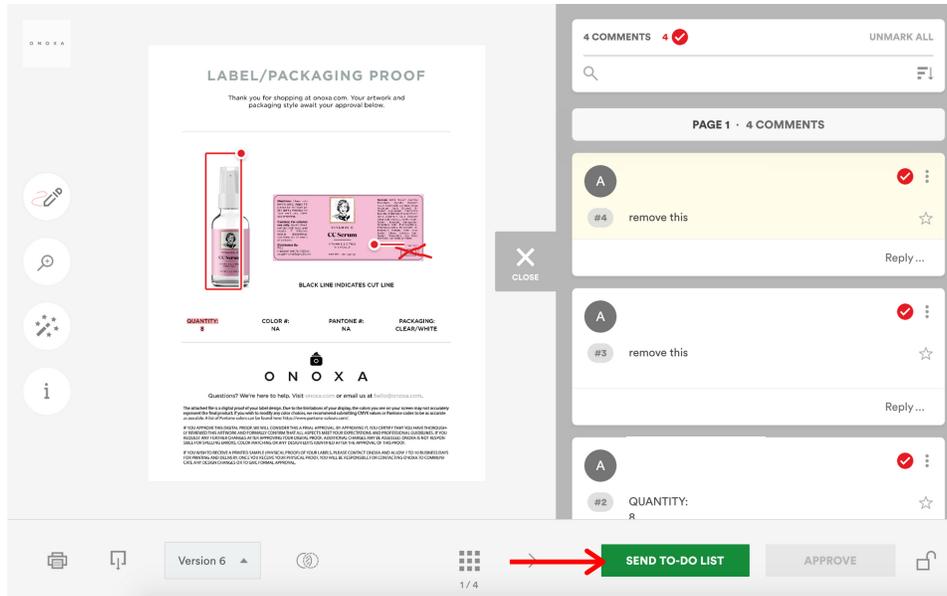
Click the attachment (paper clip) icon to add a file to your comment e.g a logo, image or revised copy. Click the green send button to submit that comment as an edit.
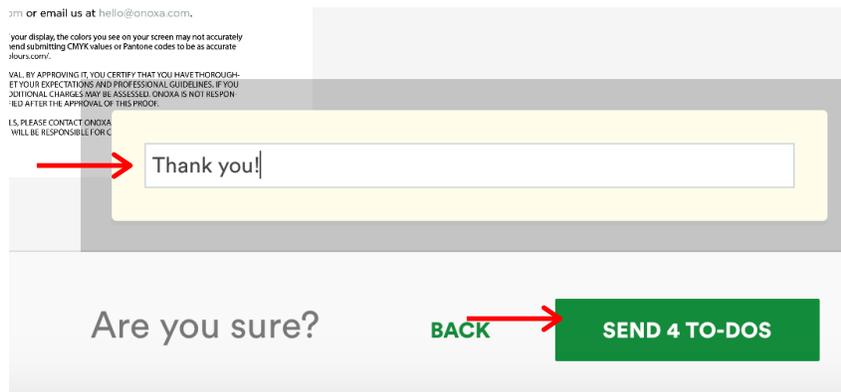

All of your comments will appear on the side and will show on the proof page.

Make sure they are marked RED.

FINISHING YOUR PROOF EDITS

Once you have finished making your comments, submit your edits by clicking the green SEND TO-DO LIST button. Our designers will receive and review your comments and make the necessary changes to your label design.

It will confirm that you want to submit your comments. You can add any additional comments about your proof here for our designers.

APPROVING YOUR PROOF

If you are happy with your label designs and are ready for our team to print and label your products, let us know. Click the APPROVE button. Please tell our designers, "I approve these proofs."

If you have comments you've added to this proof, make sure the red checkmarks in the comments boxes are all marked gray.

For more help on how to use PageProof, please visit PageProof.com and use their live chat.