

(print on letterhead)

(date)

**PROOFING AUTHORIZATION**

I, the undersigned, acting as an authorized representative of \_\_\_\_\_, hereby grant permission to \_\_\_\_\_, acting as a representative of (name of creative firm), to make whatever changes and modifications are necessary in my absence to correct proofs of (any and all projects for \_\_\_\_\_) (the project referred to as \_\_\_\_\_).

I further agree to hold (him/her) and (name of creative firm) harmless for any result stemming from this activity.

(signature)  
(name)  
(title)  
(client firm)  
(client address)

