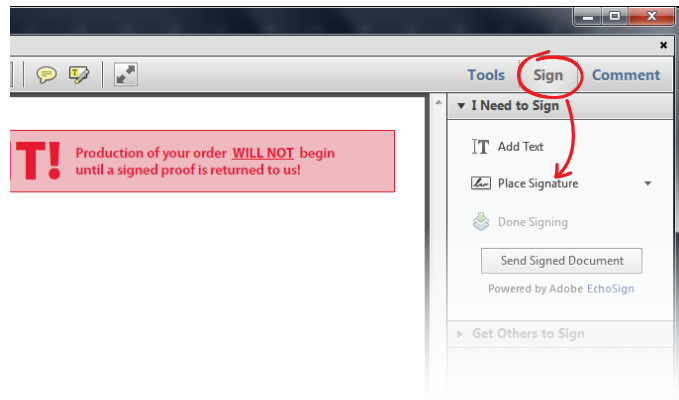


1. Check to make sure you have the latest version of Adobe Software installed. You can download it at:

<http://get.adobe.com/reader>

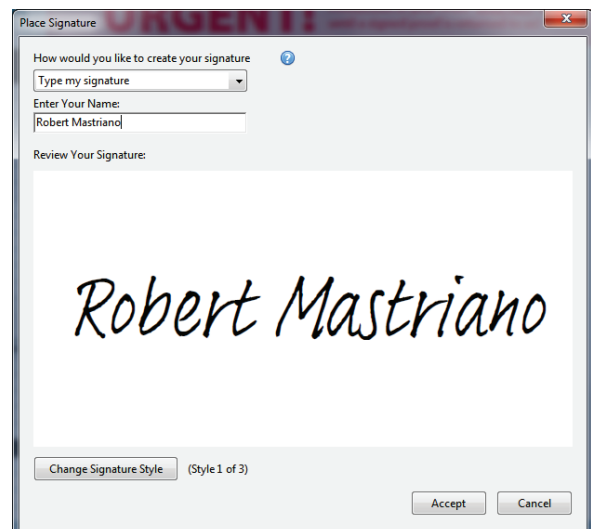
2. Open the proof and click on **Sign** in the upper right corner.



3. On the side panel, click **Place Signature**.

4. In the text box, **type your first and last name**. You will see a preview below. Click **Accept**.

NOTE: Alternatively, you can click "Add Text" in Step 3 to place a block of text for notes or changes.



6. "Stamp" your signature by **clicking in the signature area** of the proof.

7. Go to "**File > Save As > PDF**" to save a copy of the signed file.

8. E-Mail your signed proof to:
artwork@screenetek.net

