TECHPLO

Artwork approval Voice-over script

Recording note: Read the script below naturally. Pause briefly between paragraphs. You do not need to read the headings or this note aloud.

Welcome to Techplo. Here’s how to review your artwork, approve your job card, or request changes.

First, open the private approval link sent by your sales representative. Click on a product heading to expand its details.

Select “View or download job-card PDF”. Carefully check the artwork, spelling, quantity, size, logo placement and colours.

If everything is correct, enter your name and select “Approved”. Tick the box confirming that you have reviewed the job card, then click “Send decision to Techplo”.

Wait for the message “Your decision reached Techplo”. You will see your receipt number and the date and time we received your decision. Download the confirmation PDF for your records.

Voice-over script continued

If you need changes, select “Changes requested” and explain what needs to change. You can attach new artwork before submitting your request.

You can also use “Upload new artwork” afterwards. Select your replacement files and wait for confirmation that they have been received.

Your sales representative will send you the revised proof for review and approval.

Remember to submit a separate decision for every product. If you need assistance, please contact your sales representative.

Thank you for choosing Techplo, your one-stop branding facility.