

Form L-3: Gift Certificate Template Checklist			DATE STAMP
Graphic Designer and Template Programmer: Check off the boxes on the left to verify each step has been completed. Complete one form for each mall/shopping district gift certificate template.			
Production Manager: Verify Graphic Designer Checklist is completed accurately.			
Merchant Partner Name			
Mall/Shopping District			
Graphic Designer Checklist			
	Logo is in the correct format and of high quality.		
	Verify gc stock. (Circle which one.)	i-gift gold/yellow/purple	Partner stock
	Obtained partner gift certificate stock, if necessary.		
	Template created and tested on MICR printer.		
	Logo is placed correctly.		
	Spelling is correct.		
	Mall/shopping district name is as it should appear on the gift certificate (see Form F).		
	Production Manager signs off on template.		Date
Template Programmer Checklist			
	Postscript file edited.		
	Integrity of keys verified (FulfillmentInstructions key, specifically).		
	Template indexed.		
	Cell ran in ghost view to verify all keys are correctly detected and swapped.		
	Propagated the indexed template to the host.		
	Propagated the indexed template to the cells.		
	Added new template to the fulfillment server database.		