



WHAT YOU NEED TO DO

JUST REMEMBER

<p>01</p> <p>Placing an Order</p>	<ul style="list-style-type: none"> • Make sure all job specs are correct • Sign and fax back the terms and conditions on the back page of the quote 	<ul style="list-style-type: none"> • The job cant start without signed terms and conditions! 	<p>SIGNED T's & C's</p>
<p>02</p> <p>Send us your stuff</p>	<ul style="list-style-type: none"> • Send us any pre printed material <ul style="list-style-type: none"> - Letterheads - Flyers - Other inserts • Send us any files we will need <ul style="list-style-type: none"> - Database - Letter Artwork - Logo Art - Art for offset printing 	<ul style="list-style-type: none"> • Ensure artwork is provided in the correct format to speed the process up and avoid extra costs • The sooner you send us all the materials we need, the sooner you will have your artwork approval to sign off on 	<p>SUPPLY MATERIALS & FILES</p>
<p>03</p> <p>Approve your artwork</p>	<ul style="list-style-type: none"> • Check your files carefully for: <ul style="list-style-type: none"> - Spelling - Design/Layout correctness • Approve your proof by replying to the email 	<ul style="list-style-type: none"> • We cant send anything to print without your artwork approval emailed back to us • The quicker we have your approval, the faster the materials will arrive! 	<p>SIGN OFF REQD</p>
<p>04</p> <p>Approve your sample</p>	<ul style="list-style-type: none"> • Check piece tree is correct • Check database report • Check the sample of your: <ul style="list-style-type: none"> - merged artwork - envelope • If all of these are correct, sign the approval form and fax it back 	<ul style="list-style-type: none"> • We cant send anything to production without your sample approval signed and faxed back • The quicker we have your approval, the faster your job will be processed! 	<p>SIGN OFF REQD</p>
<p>05</p> <p>Schedule Date</p>	<ul style="list-style-type: none"> • Now that you have approved your proof, your job has moved into production! 	<ul style="list-style-type: none"> • Job duration is stated in the last section of the quote, this duration begins after sign off! 	<p>JOB BEGINS</p>
<p>06</p> <p>All Done!</p>	<ul style="list-style-type: none"> • When your job has been completed, we will send you a quick email to notify you. 	<ul style="list-style-type: none"> • We have taken every care to make sure your job is sent the way you intended! 	<p>JOB DONE!</p>