

Please follow this easy guide to placing an order with us, it could save you **time** and **money**!

step
1
you

Place your order with us. We will quote you a clear design and print charge based on your brief and the time we expect to spend on your job.

step
2
you

Provide us with a thorough brief. How much text, how many pictures, have you got a print ready logo design? Are they on disk or in hard copy form requiring us to scan images or input text manually?

step
3
you

We require payment in full before we can proceed to design and print the job. At this stage on larger jobs you may pay a deposit of the total price for the artwork.

step
4
us

Based on your brief and all the information you supply us we will design your artwork.

step
5
us

Once we have finished your design we will contact you or email you with a proof for you to check. One free proof and one set of minor amends are included within your price package.

step
6
you

Check all the details on your proof very carefully as we cannot accept responsibility for any errors identified after your job has gone to print. Once you are happy with it please sign the Proof Sticker, or reply to the email, then make any final payment.

ANY CHANGES NEEDED?

ACCEPTABLE CHANGES?

Spelling errors, minor typographical changes & minor layout or design adjustments



Mark the errors or minor changes clearly on your proof



We will then make the minor changes and give you a further proof



Please go back to STEP 6

CHARGEABLE CHANGES?

Changed your mind, got fresh ideas, supplying us with new text or new photographs



We will confirm the additional charges for modifying your design



After payment we will re-design and provide a new proof



Please go back to STEP 6