

47 Reasons You're In Safe Hands and Why We Can Cover You With Our Unique 100% No-Quibble Money-Back Guarantee

Your 47 Point Print Checklist & Inspection

- Answer all enquiries, information requests and quotation requests as promptly and with as much information as possible.
- Ensure ALL prices are understood. Discuss any area the customer has concerns about.
- Ensure time-scales are understood. Discuss any area the customer has concerns about.
- Ensure payment Terms are understood.
- Check delivery address
- Check invoice address
- Create new order with Unique Job Reference Number
- Confirm all information of order is collated and booked into the Online Production System.
- Highlight any specific and important requirements for Production Team (e.g. colours or delivery date etc.).
- Gather all order information and any files supplied and forward to Artwork Studio along with Job Description Sheet and Unique Job Reference Number
- Start by saving all files to a folder with the Unique Job Reference Number.
- Check files supplied
- Check resolution of files supplied are suitable for commercial printing
- Check text requirements
- Check type style requirements
- Check colour requirements
- Check size requirements
- Check number of sides to be printed
- Create print ready artwork
- Supply low resolution customer proof and send for checking - ALWAYS
- Check customer has received the proof and if no reply is received after 24 hours then take steps to ensure proof arrived and continue to do so until confirmation is received.
- Make any artwork changes (if required) and send additional proof - ALWAYS
- Upon customer artwork approval update any Job Description Sheet information on Online Production System and Job Description Sheet

- Preview and check print ready files on Computer To Plate system
- Sign off artwork and pass Job Description Sheet to Accounts dept. for Invoicing
- Back up files ready for future reprints
- Raise invoice and send to Customer
- Pass Job Description Sheet to Print Production Team
- Check Job Description Sheet by Print Production Team
- Check notes for specific and important requirements
- Order material required
- Check printing plates
- Check material
- Check size
- Check colours to be printed
- Check number of sides to be printed
- Check quantity required
- Check date required
- Print order
- Sign off order
- Pass Job Description Sheet to Print Finishing Production Team
- Check Job Description Sheet and Print Finish as required
- Check quantity required
- Check for specific and important requirements
- Once completed pack safely in suitable and sturdy packing
- Despatch to delivery address
- File Job Description Sheet ready for future reprints

ALWAYS WORK SAFELY.

REMEMBER, ALL ORDERS COME WITH OUR

100% NO-QUIBBLE MONEY-BACK GUARANTEE

SO ALWAYS ASK, CHECK & DOUBLE CHECK

