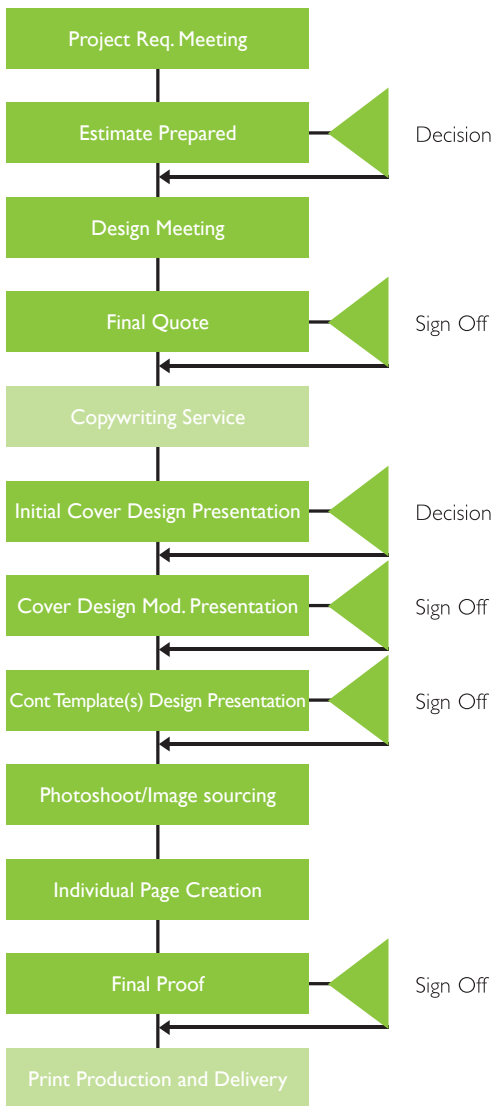




Booklets, Brochures, Catalogues, Manuals and Guides



1. Project Requirement Meeting

In this meeting we will obtain an outline of your requirements so that we can propose an effective and relevant solution.

2. Estimate Prepared

Estimated costs based on initial project requirement meeting.

3. Design Meeting

To confirm the requirements and logistics of the final design:

- Inspiration & references
- Your brand guidelines and support (logos, images etc)
- Image purchase/photography requirements
- Copy for contents
- Predicted deadlines
- Print Spec

4. Final Quote

Confirmation of final costings following design meeting (and predicted print costs if required).

5. Copywriting Service (if required)

We have an inhouse copy writing service to support your project if required.

6. Initial Cover Design Presentation

Presentation of the item cover concepts will be made with a feedback session for modifications/combinations to the initial design.

7. Cover Design Modification Presentation

Presentation of the modified work.

8. Content Template(s) Design Presentation

Depending on your solution, a single or series of page templates will be presented to you.

9. Photoshoot (if required)/Image sourcing

If your project requires more specific content then the images we source on the stock photography sites then we can organise and direct a photoshoot according to your needs.

10. Individual Page Creation, Copy Insert and Small Amends

Insertion of text and images into contents as well as small visual refinements and text amends.

11. Final Proof

Hard copy proofs to be signed off before going into full production.

12. Print Production and Delivery (if required)

We have a full print production service that can handle any of your print requirements.