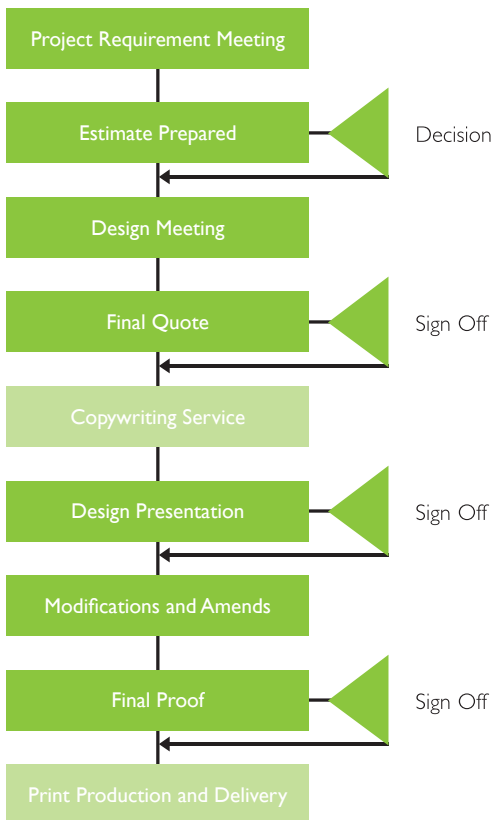




Printed Collateral



This process covers items such as letterheads, continuation sheets, comp slips, business cards, accounts stationery, postcards and invitations.

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 requirements
- Copy
- Print spec
- Predicted deadlines

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. Design Presentation

Presentation of the item concept(s) will be made with a feedback session.

7. Modifications and Amends

Small visual refinements as well as text amends.

8. Final Proof

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

9. Print Production and Delivery (if required)

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