



THE ORDER

Getting the job specification right is one of the most important parts of the process.

The following information should be included with the order:

Confirmation of Specifications

Confirm specifications as quoted are correct and highlight and discuss any changes from the quote.

Copy

Provide a set of the latest hardcopy lasers for our reference and if for any reason the hardcopy differs from the electronic file, please indicate the difference.

Colour

Some organisations have their own specific inks mixed for them as opposed to PMS colours. If this is the case ensure you provide any information you have on this such as the ink manufacturer's code.

If there are specific colours that need to be matched, it would be worth providing a printed sample to match to on the press.

Press Pass

Is a press pass required? If so provide contact details and any other relevant information, such as preferred times.

Delivery Date

Ensure you specify when a job is required, and check that the dates are feasible. For more complex jobs you may wish to request a timeline which details how much time will be needed for the various stages. Where possible, contingency time should be built in to allow for any second proofs that are required.

Delivery

Where is the job to be delivered to? Are there any distribution or mailing requirements?

Invoicing Details

Who should the job be invoiced to, and are there any purchase order details or further information required on the invoice?

Proofing

Proofs should be viewed as if they are the finished printed product, once the job reaches the press and then mistakes are spotted the practice of correcting these can be an expensive process.