

ORDER PROCEDURE STEPS

#1

Request a Quote

#2

Fill in COD Form

#3

Get Your Invoice

#4

Artwork Creation/Check
[if we are creating artwork
From scratch you will need to pay
your 50% deposit first]



#5

Artwork Proofs
[must send signed/
written approval]

#6

50% Deposit Payment
Or
Full Payment

#8

Your order will go into
production.

[5-7 Working days unless otherwise specified]

#7

Pantone/Colour
Print Proofs
[If Required]

#9

Balance Payment
Due

[if not paid in full]

#10

Dispatch

[Courier/Collect/Delivery]

** Please advise on step #1 how you
would like your order dispatched **