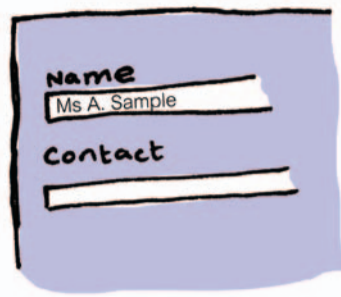


1 PLANNING

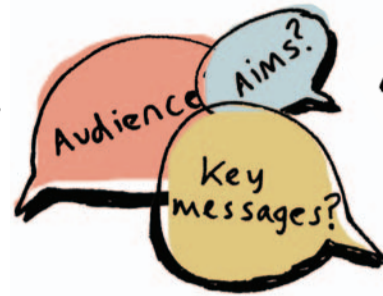
Decide what sort of publication you need.



Think about your customers and their needs. Not sure which format is right for you? We can advise.



Fill out the online 'New Job Enquiry Form'.



We will contact you to discuss your requirements in more detail.



We will provide a detailed design brief for approval.



We will show you initial ideas in response to the brief.

We'll make sure the design is in keeping with the University brand guidelines.

2 DESIGN

You will supply text and images to us as scheduled.



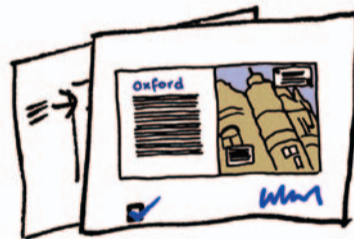
Once costs and schedule have been agreed by you, we will issue a confirmation and reference number.



You will provide feedback and agree on any changes.



Once amended, we will send you a revised layout.

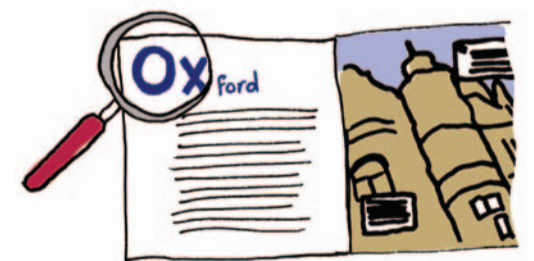


You will be able to make any final corrections and we will provide a final layout.

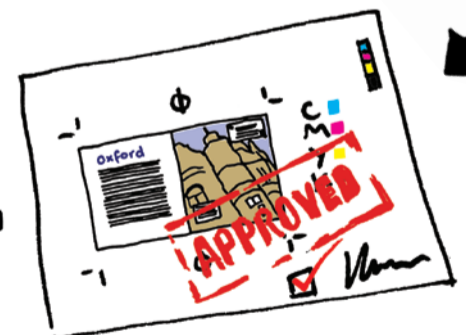
Time to sign-off the final design.

3 PRINTING

We will manage the print process...



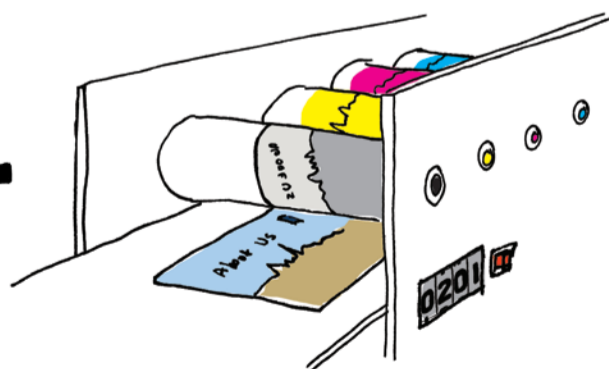
...ensuring the artwork is ready to send to print...



...checking the printer's proofs...



Finally, your publication will be delivered as scheduled.



...seeing the job on press, if necessary.



Once printed, any special finishes will be applied.