1. Planning

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.

2. Design

- 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.

- 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.

3. Printing

- You will be able to make any final corrections and we will provide a final layout.
- Time to sign-off the final design.

- We will manage the print process...
- ...ensuring the artwork is ready to send to print...
- ...checking the printer’s proofs...
- ...seeing the job on press, if necessary.

- Finally, your publication will be delivered as scheduled.
- Once printed, any special finishes will be applied.