## **The Printing Project Sequence**

- 1. Inquiry-customer has new project
- **2.** Quote the project (see contact page)
- **3.** Customer issues purchase order for pre-press work and production
- **4.** Electronic file received by Andex
  - **a.** Electronic file is preferred (see Electronic Imaging Checklist)
  - **b.** UPC number
- **5.** Preflight
  - a. Confirm file is useable and complete
  - **b.** Compare file data to quote specifications
  - **c.** Re-quote if necessary
- **6.** Provide customer with a proof (customer driven changes may result in additional charges)
  - **a.** Digital proof for original artwork
  - **b.** PDF for simple copy changes
  - **c.** Press proof available for custom applications upon request, at additional cost
  - **d.** Layout sheet for skin board applications
    - If job uses existing cutting die, customer needs to supply die strike with cards taped in place
    - If new cutting die is required, production press sheet should be used by customer to produce skin board cutting die
- **7.** Customer approves proof and returns signed approval form.
- **8.** Prep work is completed
  - **a.** Printing plates are made
  - **b.** Cutting die is made, if required
- **9.** Production order is printed and coated, if required
- **10.** Production order is die cut or paper cut
- 11. Production order is packed and shipped

Printing Project Sequence (6-15-07)