

	WHAT YOU NEED TO DO	JUST REMEMBER	
<p>1</p> <p>Placing an Order</p>	<ul style="list-style-type: none"> • Make sure all job specs are correct • Sign and fax back the terms and conditions on the back page of the quote • Confirm quoted job has been correctly booked 	<ul style="list-style-type: none"> • The job can't start without signed terms and conditions! 	SIGNED T&C'S
<p>2</p> <p>Send us your Materials</p>	<ul style="list-style-type: none"> • Confirm estimated material delivery dates • Send us any pre printed material <ul style="list-style-type: none"> - Letterheads - Flyers - Other inserts • Send us any files we will need <ul style="list-style-type: none"> - Database - Letter Artwork - Logo Art - Art for offset printing 	<ul style="list-style-type: none"> • Ensure artwork is provided in the correct format to speed the process up and avoid extra costs • The sooner you send us all the materials we need, the sooner you will have your artwork approval to sign off on 	SUPPLY MATERIAL & FILES
<p>3</p> <p>Approve your Material Artwork</p>	<ul style="list-style-type: none"> • Check your files carefully for: <ul style="list-style-type: none"> - Spelling - Design/Layout correctness • Approve your proof by replying to the email 	<ul style="list-style-type: none"> • We can't send anything to print without your artwork approval emailed back to us • The quicker we have your approval, the faster the materials will arrive! 	SIGN OFF REQUIRED
<p>4</p> <p>Approve your Sample</p>	<ul style="list-style-type: none"> • Check your files carefully for: <ul style="list-style-type: none"> - Spelling - Design/Layout correctness • Approve your proof by replying to the email 	<ul style="list-style-type: none"> • We can't send anything to production without your sample approval signed and returned • The quicker we have your approval, the faster your job will be processed! 	SIGN OFF REQUIRED
<p>5</p> <p>Schedule Date</p>	<ul style="list-style-type: none"> • Now that you have approved your proof, your job has moved into production! 	<ul style="list-style-type: none"> • Job duration is stated in the last section of the quote, this duration begins after sign off! 	JOB BEGINS
<p>6</p> <p>All Done!</p>	<ul style="list-style-type: none"> • When your job has been completed, we will send you a quick email to notify you. 	<ul style="list-style-type: none"> • We have taken every care to make sure your job is sent the way you intended! 	JOB DONE!

CAMPAIGN TIMELINE

1 Business Day	1 Business Day	3-5 Business Days	1 Business Day	2-3 Business Days
<p>1</p> <p>Book in Job</p> <p>Request a quote. Then simply accept the quote by signing the order form on the back.</p>	<p>3</p> <p>Artwork Approval[†]</p> <p>We can send you a digital or hard copy a proof by fax, email, express post or even courier, depending on your needs.</p>	<p>Material Supply[†]</p>	<p>4</p> <p>Sample Approval</p> <p>See what your job will look like when it goes out to your clients. Receive it by express post, fax or courier</p>	<p>5</p> <p>Processing</p> <p>We keep you in the loop with a quick email to let you know when your job will be processed.</p>
<p>2</p> <p>Supply Files/ Materials</p> <p>Send us your database materials or artwork. See our website for spec: www.epikon.com.au</p>				<p>6</p> <p>All Done!</p> <p>When your job is lodged with Australia Post we will send an email to let you know!</p>

Please note:

Timeline may vary depending on individual campaign requirements

[†] Material Supply only applies to those campaigns where it is required of Epikon to print or source materials