

THE LIFE CYCLE OF A PROJECT WITH DTP

1

REQUEST

Gather all available native files for the project, and send them to your Project Manager. You receive and approve the estimate for the request and we start the project.

2

FIRST DELIVERY

On delivery day, you receive a high-resolution PDF for your review.

3

REVIEW

The review stage allows you to examine our final product and request reasonable updates and necessary changes. Use the PDF comment tools to inform your Project Manager of any requested edits, or approve the project by email.

4

APPROVAL

When the PDF is approved, you receive the final version. If this is an InDesign document, then we prepare the final package, which includes InDesign versions, low-res and high-res PDFs, image links and fonts.

5

FINAL DELIVERY

Your Project Manager sends you the final package and issues the invoice. After this, the request is completed and the project closed.