COURTNEYCOLOUR
*quality design and print solutions*

# TOTAL PRINT SOLUTION WORK FLOW

## ONE - CONSULT

### QUOTE REQUEST

Client submits quote request form direct to estimating or via sales representative.

From information supplied in quote request a quote is produced estimating the cost involved producing a solution for the client.

Quote request form can be accessed via www.courtneycolour.com.au

### PLANNING

On approval of quote, client issues Courtney Colour with a purchase order outlying agreed cost and dispatch details.

Planning then combine information from quote and purchase order to produce a client job bag.

At this stage all stock is ordered and press time is allocated.

### Q CLIENT JOB BAG

Client job bag outlines all technical specifications. As well as the sequences of events that take place to complete the job

## TWO - DESIGN

### DESIGN BRIEF

Client is contacted for an in depth design solution brief outlining job description, content detail, references and target demographics

### CONCEPT

Concepts are developed based on client design brief, then concepts are submitted to client for direction approval

### PHOTOGRAPHY

Based on approved concept, design specific photography is produced if required

### Q DESIGN

Design then Develop chosen concept to artwork stage.

### PDF PROOF

Design issue a PDF proof to client for final design signed approval, allowing for two sets of client alterations

## THREE- PRODUCTION

### Q BINDERY FINISHING

Bindery staff trim job and prepare for final finishing. All folding and saddle stitching is completed in house and packed ready for dispatch or warehousing.

Any specialised finishing is sent to selected suppliers these proccesses include gloss and matt plasticoating, UV varnishing, embossing, burst binding, wiro binding and form cutting.

### Q PRESS TIME

Pressman prepares printing press, placing printing plates on press, and loading press with selected stock.

Pressman then adjusts colour and registration via computer control panel linked with Pre-Press interface (CiP3 data) this taking approx 15-30min.

Factory Manager signs off on make ready sheets confirming the job is set correctly.

At this stage a press approval for the client can be organised.

### CTP*

On client approval of proof, Factory manager produces plates for the printing press via CTP

*Computer To Plate

### CLIENT APPROVAL

Pre press issue a hard copy proof to client for final approval.

PDF proofs can be issued for approval before hard proofs or for final approval.

### Q PRE-PRESS

Pre press ensure all digital files meet the spec outlined on the job bag to produce proofs and printing plates

### SUPPLIED ART

Artwork is supplied by external source or CC design department.

Artwork can be supplied via CD/DVD, email (max 8Mb), FTP* (max 100Mb)

Artwork spec sheet can be obtained through sales representaor accessed via www.courtneycolour.com.au

*File Transfer Protocol

## FOUR- DESPATCH

### Q DELIVERY

Job is dispached to client nominated destination via Courtney Colour vehicles in Melbourne metro areas.

Jobs not in metro areas are delivered by reliable national courier services.

### Q WAREHOUSING

Courtney Colour can offer selected monotered warehousing solutions on site. Jobs requiring long term warehousing are dispached to Selmat, Malcare and TNT who work in partnership with Courtney Colour.

Q = QUALITY CONTROL CHECKPOINT