

WHAT HAPPENS NEXT?

After you submit a creative request

1

RECEIVE A QUOTE



1. You will be contacted within 3-4 business days by our operations team.
2. Please approve your quote or make new changes.

* Don't forget to reply ASAP, your project will not move forward w/o your approval!

2

ASSIGNED TO A DESIGNER

You will be contacted by a designer via



E-MAIL

or



PHONE

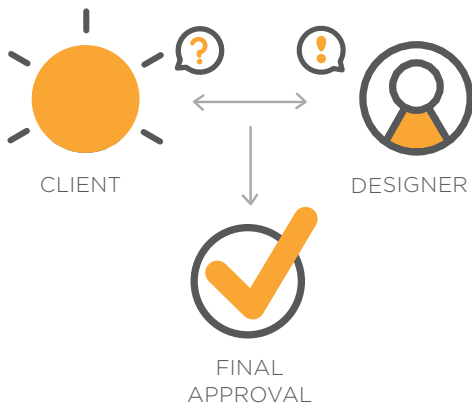
or



BASECAMP

3

DESIGN BEGINS!



4

PRINTING



IN-HOUSE
OR
EXTERNAL

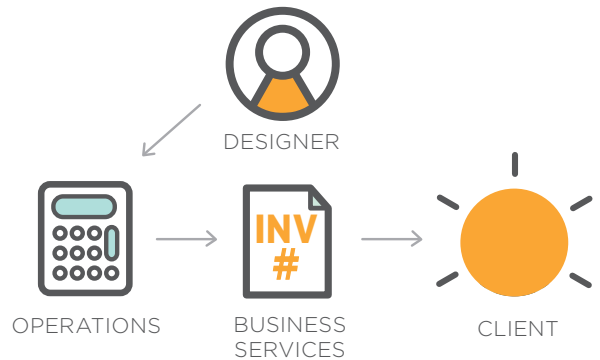


WE WILL CONTACT YOU FOR DELIVERY OR PICK-UP.

5

BILLING*

*You should receive the invoice in roughly 3 weeks.



FAQ

1. What is my designer's schedule?

Please keep in mind our designers are students and schedules will vary. Consult your designer for their individual office hours.

2. Why does this process take 4 weeks?

Your project needs to be quoted, designed and printed. We will be communicating with you every step of the way.

3. What if I have a specific design request?

It would be helpful if you were as descriptive as possible and provide as much information as you can. You may also provide an attached document with any ideas you wanted to incorporate such as color, images, sketches, copy, etc.