



InnerWorkings™

PREMEDIA GROUP

WORKFLOW

- 1 Our team performs Project Specification Analysis.
- 2 We submit quotation and paper dummy to client. Pricing detail includes all freight and proposed financial arrangement.
- 4 Client issues Purchase Order and makes first payment.
- 5 a) Client sends files on CD, DVD or via FTP site (if providing).
or
b) If needed, PreMedia Group engages design and photo staff to complete lay-out.
- 6 a) PreMedia specialist preflights provided files to ensure specifications are correct and for compatibility with international plant.
or
b) PreMedia Group provides prepress proofs for customer approval.
- 7 With client approval, PreMedia staff forwards files to plant FTP with instructions.
- 8 Full color proofs and booked-up dylux are forwarded to client for proofing.
- 9 a) Client sends any changes or approval to begin production.
or
b) Changes are made if requested and a new set of proofs forwarded for final approval.
- 10 Printing and binding or converting take place.
- 11 Advance copies are delivered to client.
- 12 Client gives approval and sends balance of funds.
- 13 Production staff contracts with freight forwarder. Shipping documents are released.
- 14 Order arrives at client's doorstep or warehouse.