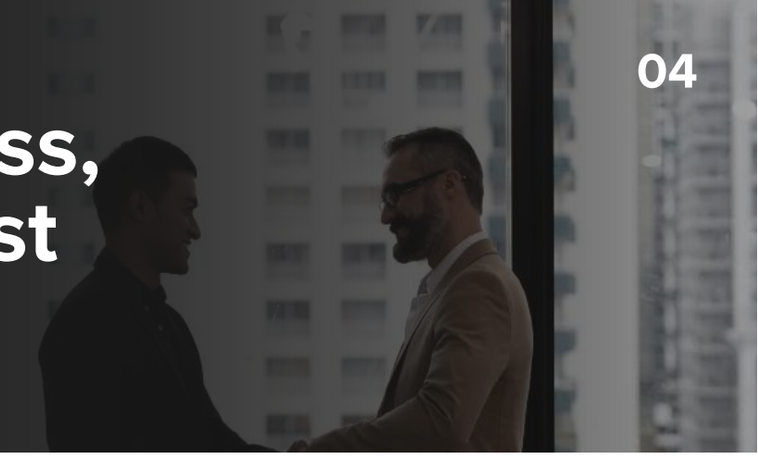
To ensure success, we kindly request the following



ASSESSMENT CHECKLIST

Project Goals and Objectives

To provide you with the best possible service, we require a clear understanding of your project's goals, objectives, and vision.

Background Information or Content

Providing us with the logic or any relevant background information will help us to better understand the project and deliver optimal results.

Relevant Data[1]

This includes file structures, workflow details such as preflighting/ proofing/ approval processes, hardware/ software lists, how custom product are made and production file requirements.

Sample Files[1]

If you have any samples of previous work or any relevant files, please provide them to us to help us gain a better understanding of your project's requirements.

[1]Relevant Data and Sample Files may be required prior to project kick-off, based on project scope and timelines.

Resources

We require representatives from customer service, estimation, prepress/graphics, scheduling, and production departments.

(Anyone with a high-level understanding of the processes, software, systems, and hardware is generally just fine.)

ADDITIONAL ITEMS

Timelines and Deadlines

It is important to establish clear timelines and deadlines for the project to ensure we meet your expectations and deliver on time.

Communication Channels

It is crucial to establish clear communication to facilitate progress updates and address any concerns that may arise. Please let us know what is your preferred method of communication.

Feedback and Revisions

We want to ensure that you are satisfied with the final product. To achieve this, we require any feedback or revisions throughout the project.

Payment Terms and Conditions

It is important to establish clearly define payment terms or leasing options to avoid misunderstandings or project start delays.

Legal Considerations

Depending on the nature of the project, there may be legal considerations that need to be addressed before commencing the project. This may include a signed non-disclosure agreement.

PROJECT PREREQUISITES

To prepare for a project, we require all of the above, plus the following:

Onsite Resource

Designating a dedicated onsite resource, or Champion, who can allocate time to work closely with us is highly beneficial. Without an available resource for collaboration, it may result in project delays and increased challenges.

Login Credentials

We require access to any necessary software or systems required to complete the project, such as Teamviewer, so that we can work efficiently and effectively.