

YOUR PRODUCTION Timeline



TRIAL ACCOUNT

DD/MM/YYYY

- Before your Trial Account expires: make sure you have paid your deposit so that you can continue with your project and receive ongoing support



FINAL DRAFT REVIEW COMPLETE

DD/MM/YYYY

- Spelling and grammar have been checked and corrected.
- Each contributor has reviewed and approved their part.
- Student content double-checked by Teachers/Staff.
- The Principal has reviewed and approved your yearbook.

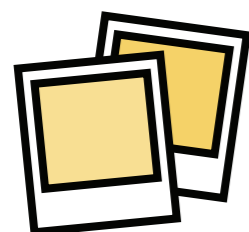


APPROVAL DEADLINE

DD/MM/YYYY

Before you give your final approval for printing, make sure that:

- Your yearbook is completely finished.
- All pages have been signed off by contributors.
- You have paid your Pre-production invoice.
- Verify your Delivery Address.



CONTENT DEADLINE

DD/MM/YYYY

- All content and photos have been collected.



DESIGN DEADLINE

DD/MM/YYYY

- Your cover page is complete.
- Your yearbook pages are complete.



DELIVERY DATE

DD/MM/YYYY

On this date your yearbooks will arrive at your school. Before setting this date determine when you need your yearbooks, for example; for a final assembly or graduation. Set your Delivery Date a week prior to your special event.