

Minimizing Production Time

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| Avoid Alterations | Make sure everything (including files and specifications) correct the first time. |
| Communication | Use common precise terms and symbols. |
| Delivery | Pick up the job today instead of waiting for delivering tomorrow; pay for shipment via fast carrier. |
| File Type | Use Portable Document Format (PDF) files. |
| Layout Approval | Reduce the number of people who review proofs. |
| Pay for Speed | Pay rush charge and tell your printer that you have a very tight schedule and need rush service. |
| Printing Method | Use digital printing for saving film and plate making time. |
| Reduce Buyouts | Keep the job under one roof and in the workflow of one business. |
| Shop for Speed | Find typesetters, designers, prepress services and printers who can accommodate your rush work. |
| Standardization | Use standard paper sizes and common ink colors. |

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