

PRODUCTION SCHEDULE

Date:
Revision #:
Project Name:
Mail Date:

Creative Development/Production

Copy and Layouts Presented
Feedback Provided on Copy and Layouts
Revised English Copy Presented
Revised English Copy Approved
French Translation Begins
French Copy Presented
French Copy Approved
French Electronic Assembly Begins
English Electronic Assembly Begins
Final English Laser Proofs Presented
Final English Laser Proofs Approved
Final French Laser Proofs Presented
Final French Laser Proofs Approved
Films Begins
Colour Proofs Presented
Colour Proofs Approved
Films to Printer
Printing Begins
Letter Copy to Laser/Lettershop
Stock to Laser/Lettershop
Lettertext Set-Ups Presented
Lettertext Set-Ups Approved
Live Samples Presented
Live Samples Approved
Postage to Lettershop (Client pays directly to supplier)
Imaging Begins
Stock to Lettershop (Generic Components)
Lettershopping Begins
Postal Preparation
Mail Drop

PRODUCTION SCHEDULE

Date:
Revision #:
Project Name:
Mail Date:

Datawork Path

Outside List Recommendation Presented
Outside List Recommendations Approved
Outside Lists Ordered
Outside Lists to Datahouse
Merge/Purge Begins
Merge/Purge Results Presented
Datawork Begins
Mail File Finalized
Data Ready -- Files to Laser/Lettershop
File Conversion Begins
Live Samples Presented
Live Samples Approved
Imaging Begins.