

ANNUAL REPORT *Timeline*

Client Details:

Name:

Contact:

Address:

Project Details:

Name:

ACTION	TEAM MEMBER	DATE
Time Line Approval		
Brief supplied - overall theme / direction		
Page Plan Supplied		
Financial Content Supplied		
Branded Content Supplied		
Cover Concepts		
DESIGN + INPUT		
1st Proof Supplied		
1st Proof Returned		
Design Alterations		
2nd Proof Supplied		
2nd Proof Returned		
Design Alterations		
Final Proof Supplied		
Print File Sign Off		
Prepress artwork		
Final Artwork to Print		
HARD Copy Proofing		
Pick-ups Design Alterations		
Printing		
Distribution / Mail Out		
Hard End date / AGM		