CATALYST CHECKLIST - CLIENT

1. Check artwork is set up as specified in the Catalyst File Requirements document. If files do not comply with requirements and require manipulation a surcharge will apply as per Catalyst charges Doc. This will also be raised by Catalyst prepress.

2. A complete list of requirements must be provided at the time of order for all items specifying substrates, size, quantities, job name, delivery date and location

3. Check that job falls into normal production timeframes if it does not it will be classed as priority and be surcharged as per Catalyst charges Doc. This will also be raised by Catalyst client services.

4. Check files for all items and print requirements are Zipped and sent by email to **orders@catalystgraphics.com.au**

5. If files too large send by Catalyst Hightail or another FTP to **orders@catalystgraphics.com.au** please include details in the message including job name etc.

6. Once you receive your job number and details check they are correct

7. Once you receive your proof check thoroughly for content of print, substrate, size and quantity

8. Once approved please email approval to **approved@catalystgraphics.com.au**

9. During production please feel free to enquire about your job by emailing ……. Or calling **02 9457 0024**. If you have online access to the system you can check at any time where your job is in production.

10. Once you receive your job please check to ensure it is correct and has been delivered in good order.

11. Thank you for your business and we hope to be of service to you again in the near future.