

HOW CAN WE **BMORE** FOR YOU?

To help us work together, here is an overview of our process flow & timelines.
This is how we service your needs and make sure we can always bmore for you!

1

WITHIN 2 WORKING DAYS:

- We will open the job on our bespoke job tracking CMS to confirm project code, title, brand, deadline & timelines.
- We will send you a briefing summary.

YOUR BRIEFING IS RECEIVED
(ON THE DOG & BONE OR WRITTEN)

01

2

WITHIN 2 WORKING DAYS (OR SOONER IF YOU CAN), LET US KNOW THAT WE HAVE UNDERSTOOD WHAT YOU NEED AND WHEN.

- We will then hold an internal creative briefing meeting with relevant teams, to make sure we have what we need.
- We will send you our estimate for your approval & confirm timelines.

YOUR CONFIRMATION & APPROVAL OF OUR BRIEFING SUMMARY

02

3

- PLEASE NOTE, we must have your PO & written approval before we can progress.
- Send us all relevant job codes for approvals.
- We will invoice 50% at the start of all projects over £5K.

YOUR APPROVAL TO PROCEED WITH PROJECT

03

4

THE TIME NEEDED FOR THIS WILL VARY BY PROJECT, DEPENDING ON WHAT YOU NEED, BUT WE WILL ENSURE YOU KNOW HOW LONG WE WILL NEED.

- Once you send us feedback on the copy, we will respond within 5 working days of your amends.
- We normally include x3 rounds of amends at copy stage.
- Check our estimates for full details.

WE THEN GENERATE THE PLAN & COPY CONTENT

04

5

- Once you have approved the plan & copy content, we will generate the creative work.
- The time needed for this will vary by project, but we will confirm how long we will need. Note: we are trying to create a magic design button on our printer ;o)

CLIENT APPROVAL OF THE PLAN & COPY CONTENT

05

6

ONCE YOU HAVE APPROVED THE CREATIVE CONCEPTS, WE CAN PROGRESS TO THE FINAL ARTWORK & DESIGN STAGE.

- When you send us your amends, we will acknowledge these within 1 working day and complete them within 5 working days.
- Our estimates normally include x3 rounds of changes.
- We will then share final versions for your final approval & sign off.

GENERATE ARTWORK & DIGITAL CONTENT

06

7

ONCE WE HAVE YOUR FINAL SIGN OFF ON CONTENT WE WILL:

- Complete our build phase for all digital work. All estimates and scope of work will detail how long we will need for this element.

FOR ALL PRINT DESIGN & ARTWORK WE WILL:

- Within 1 working day: pre-press all elements so they are ready for printing.
- Print & proof internally, all work needs x3 signatures to ensure accuracy.
- We will need 2 working days to prepare complex print files e.g. 3D mechanical mailings, exhibition stands etc.
- Our printer will then send us a FINAL proof for approval. Please allow 5-7 working days for this.
- When this is signed off by us & you, the presses can 'start rolling'.

CLIENT APPROVAL OF FINAL CREATIVE

07

YOU CAN THEN EXPECT DELIVERY OF YOUR AMAZING BMORE SOLUTION.

- Then we will invoice outstanding project costs.

ONE LAST THING WE PROMISE TO ALWAYS BE THERE FOR YOU AT EVERY STEP ALONG OUR SHARED JOURNEY!

AS WE SAY, ALWAYS
BMORE!

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