

# Publication Production Your step by step guide

### CONTENT

01

#### **CLIENT TO:**

Supply all publication content including all text, images, logos, branding guidelines and design preferences/instructions

## LAYOUTS

02

#### MBC TO:

Design layouts (a sample of design) including the cover and a few editorial pages

#### **CLIENT TO:**

Review and request amends of the design layouts and give approval

# **04** PAGINATION

#### MBC TO:

Supply a full and final proof containing all elements of the publication including adverts

#### CLIENT/MBC TO:

Review the proof and make any final amends

# 03

**EDITORIAL** 

#### MBC TO:

Design the full editorial (not including adverts) and send a proof

#### **CLIENT TO:**

Review the editorial proof, proof read and request any amends, then approve

#### PRINT

05

#### **CLIENT TO:**

Give final print approval

#### MBC TO:

Arrange print and delivery

If you'd like more information please contact



Andrea Perrin (Senior Designer)
01908 262091
andrea.perrin@mybusinessclient.com