

The Order Process



- 1.** Happy with your quote? Let us know by emailing len@esignsqld.com.au
- 2.** If the quote includes provision for a 50% deposit, we will email an invoice to you for that amount which needs to be paid prior to provision of artwork. Otherwise, full payment is required before the provision of artwork. Email us a remittance advice once paid - this will help us get going sooner!
- 3.** Supply your artwork in .eps or .ai format. If that is not possible, and we need to create the artwork, you will need to provide some guidelines. Specifically, we would need to know Pantone Colour Codes, font names, etc. If you're not sure, call us on 3282 3111 or 0434 245 192 to discuss options.
- 4.** We will provide a proof to you. Please note that one (1) free change is allowed. Additional changes may attract further charges. If you're happy with the artwork and would like to proceed, please confirm your approval by email to len@esignsqld.com.au
- 5.** When approval for the artwork is received, we will schedule production and advise you of time frames for completion of your job. We appreciate you have tight deadlines, and will do our best to meet them.
- 6.** You will be advised when manufacturing is completed. If a deposit has been paid, a final invoice will be issued for the balance. All monies owing MUST be paid prior to collection, delivery, and/or installation. Once again, a remittance advice is appreciated if paying by direct deposit.

We look forward to doing business with you!