

## STEP

### 1

### CONCEPT

- a) Choose a brochure style and finish then advise Razor. We can provide assistance and guide you through the options if required.
- b) Determine whether artwork is completed by you, your agency or Razor.
- c) Decide whether you'll provide a video or require Razor to create a video for you.

## STEP

### 2

### DESIGN

- a) An order form and invoice for a 50% deposit detailing the above will be sent to you for confirmation.
- b) A template and sample designs as guides will be emailed to you or your agency to assist in completing the artwork.
- c) If Razor is providing the brochure design and/or video production we'll require a brief from you detailing your desired outcomes. We can help you develop the brief if need be.

## STEP

### 3

### PRE - PRODUCTION

- a) When the artwork's completed a PDF proof is provided by our printer for your approval.
- b) Changes can still be made at this point if you're not satisfied with the design.
- c) Once approved and deposit paid your order is placed in a production queue.

## STEP

### 4

### PRODUCTION

Production times can vary depending on the product you require and the volumes.

- Up to 1000 units will take:**
- Soft Cover - 10 business days**
- Hard Cover - 12 business days**
- Video Books - 15 business days**
- Presentation Boxes - 17 business days**

Premium finishes such as a spot UV, foil and embossing will add an additional 2 days to the above. Add an additional 2 days for units in excess of the above numbers.

## STEP

### 5

### SHIPPING

Once completed, we'll forward you an image of the finished brochure and advise on delivery details. We use DHL air-freight to Australia. This generally takes 4-5 business days.

## STEP

### 6

### DELIVERY

- a) On arrival at Razor we check every brochure. This inspection includes battery charging capability, video loading, auto play function and start/stop/pause functionality.
- b) Brochures are then repacked and couriered to their destination.
- c) Our fulfilment team can send brochures to multiple locations if you require this service.