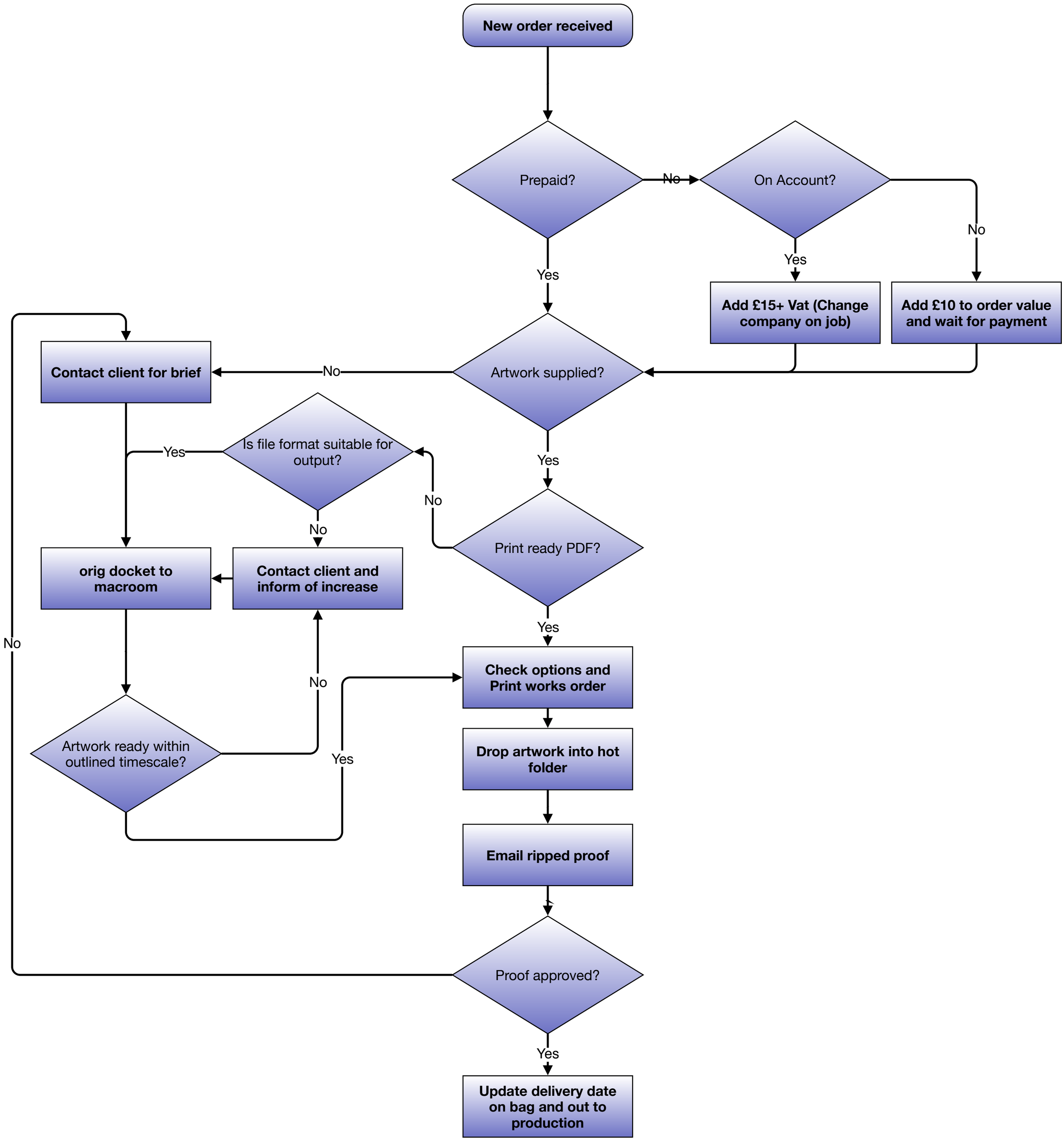
New order received
Prepaid?
No
On Account?
Yes
Add £15+ Vat (Change company on job)
No
Add £10 to order value and wait for payment
Yes
Artwork supplied?
No
Contact client for brief
Yes
Is file format suitable for output?
No
Yes
Print ready PDF?
No
orig docket to macroom
Contact client and inform of increase
No
Yes
Check options and Print works order
Artwork ready within outlined timescale?
No
Yes
Drop artwork into hot folder
Email ripped proof
Proof approved?
Yes
Update delivery date on bag and out to production