

# Our Design Steps & Process

What to expect when inquiring about our design & printing services



## Sharpen You & Your Company's Future.

Work with our professional graphic designers to upgrade you and your companies appearance, as well as creating promotional marketing pieces. Establish an account at DesignPro3D and we will monitor your marketing materials and make adjustments as necessary to keep your image fresh and updated.

For customers that are providing designed files for modification, we ask you to send the files to our email prior to the consultation in order for us to review and generate more accurate estimates. Files preferred for 3D jobs are .stl or .obj. Files preferred for graphic design jobs are .ai, .eps, or .pdf (interactive).

For graphic design services, please note that we are able to work with any reference images that the customer would like to provide, however we will **NOT** duplicate any artwork of any kind. It is the customer's responsibility to get consent from original creators for any other use aside from solely reference.

DesignPro3D is not responsible for any provided files that are damaged, corrupted or incorrect from previous designers (whether for graphic or 3D projects). It is the customer's responsibility to ensure any provided files for print have been proof read and reviewed. Any changes DesignPro3D has to make will result in additional design charges.



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## OUR DESIGN PROCESS

We ask our customers to schedule an appointment to speak with our professional designers to discuss your project needs. Within this time we can elaborate on the design process listed below from start to finish.

- Consultation - Account Set-up information
- Rough Draft - Proofing Process
- Feedback & Adjustments
- Renders or Mock-up (optional; depending on project type)
- Final Digital design
- Printing & Prototyping (optional)

## PRINTING & DIGITAL FILES

Our designers can provide digital files for online advertising & promotions based on the online platform used (this includes social media content as well).

Due to our wide variety of printing materials and finishes, we recommend inquiring on samples during the consultation.

# Our Design Steps & Process

Details of each design step and what to expect

## CONSULTATION - ACCOUNT SET-UP

Schedule an appointment to discuss your project needs and to receive details of cost, time, and material options. You will be introduced to our professional designers, in which they will take note of your project details and information. Based on your company or contact information we can set up an account in order to keep tab of projects you've completed with us (this is to also help us with re-orders in the future). Upon approval of cost and materials, a deposit is then made in order for us to move on to the next step.

## ROUGH DRAFT & PROOFING PROCESS

After the set-up and accounting step, our graphic designers move forward onto creating three proofs (normally in grayscale) based on the details and requirements given from the consultation. Our 3D designers create a rough draft based on notes given. Details such as color or textures can be added in final renders (as requested).

## FEEDBACK & ADJUSTMENTS

For graphic & 3D design projects, we ask for confirmation that the proofs have been received and for detailed constructive feedback for our designers to make quick adjustments (comments such as "I do not like it." does not help our designers understand what needs to be re-evaluated, please be more detailed as they are not mind readers.)

## RENDERS OR MOCK-UPS

Specific projects do require a mock-up for visual proofs. Once the proofing and feedback process is complete we can create a mock up as an additional option to further ensure the final design will fit the project needs. Unless it is specified in the original inquiry, these mock-ups or renders will not be to-scale. For projects such as store front graphics or vehicle graphics, we will need specs (measurements) in order to create them to-scale.

*\* Installations must be discussed before hand as this will result in additional charges*

## FINAL DIGITAL DESIGN

Once the design is approved and signed off (we require a final signature on our approval forms for final design and final prints). We can either move forward onto printing a sample of the materials or we can provide digital files ready for use.

## PRINTING & PROTOTYPING

Before we move over to printing large volume projects, we ask that our customers approve and sign off on a printed sample in order to ensure the final product is to the correct specifications.

For prototyping, the final review of the design with a sign off on the digital design is needed. Any printing after the sign off is considered final, any modifications needed afterwards will result in additional charges.