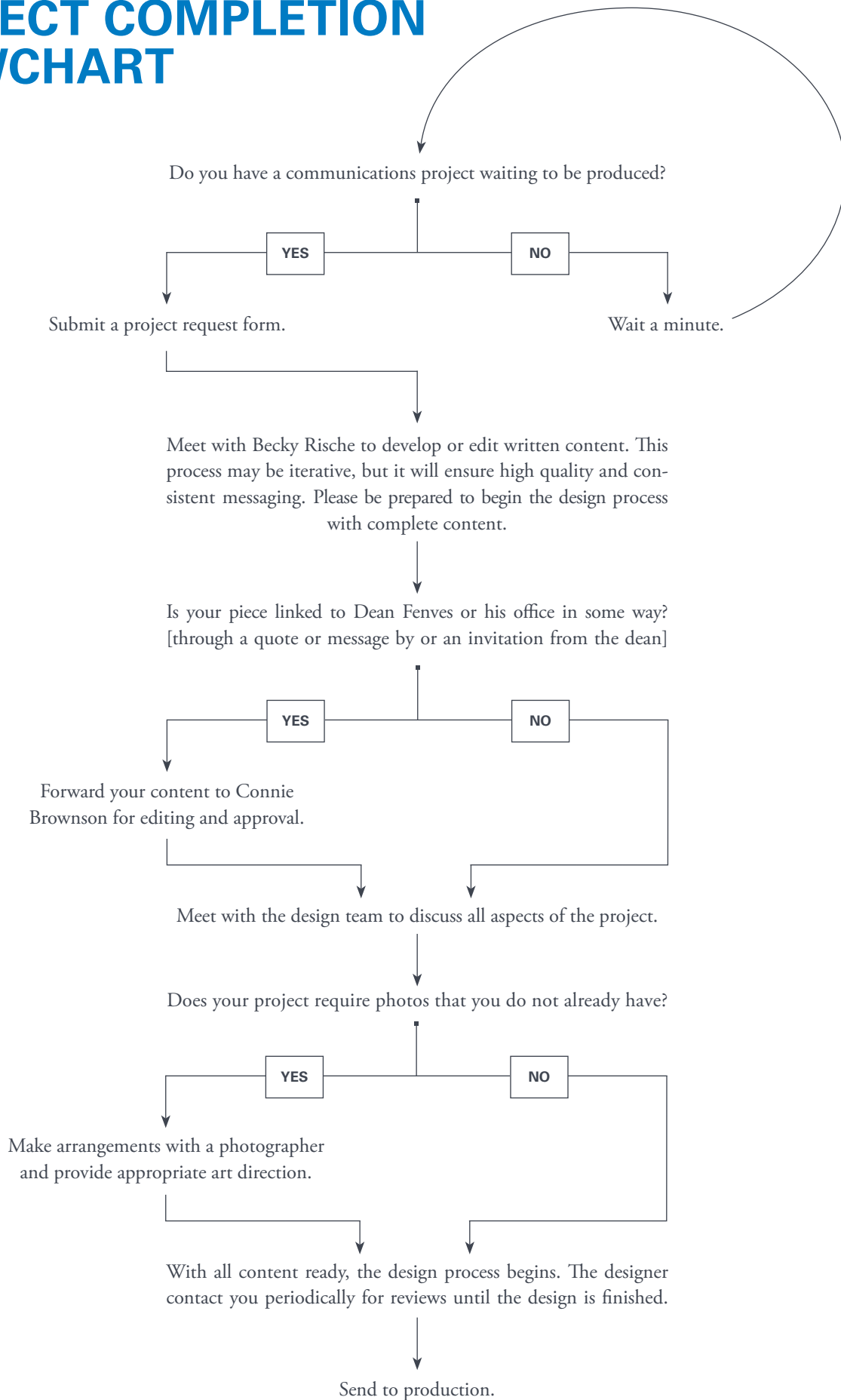


PROJECT COMPLETION FLOWCHART



PROJECT COMPLETION TIME ESTIMATE

PHASE :	DETAILS:	MINIMUM TIME REQUIRED:	SELECTION	PROJECT TIME
<i>Content Development</i>	Internal	3 to 5 weeks*	X	3 weeks
	Review of dean-related content	1 week		
	Additional outside content***	2 to 4 weeks		
	Additional out-of-area photoshoot	2 to 3 weeks		
<i>Design/Layout/Review</i>	For one reviewer	3 to 5 weeks*	X	3 weeks
	Each additional reviewer	1 week		
<i>Printing and Bindery</i>	Printing	2 weeks	X	2 weeks
	Non-digital Printing	1 week		
	Die-cut work	2 weeks		
	Unusual materials/bindery	2 weeks		
	Custom envelopes	3 to 4 weeks**		
	PUR binding	2 weeks		
			Total time:	

* Depends upon length/complexity of piece.

** With early planning, this can run in parallel with the rest of the job and not cause delay.

*** Quotes, local photoshoot, logos, etc.

TOTAL MINIMUM TIME: 8 WEEKS

(This estimate is for a digitally printed piece with no outside content needs and with only one reviewer—not many pieces will fit this bill.)

The time required increases from this baseline. Remember to allow for holiday breaks when planning your schedule!