



Editorial Materials are supplied by client:

- Client to: Supply all materials in accordance with guidelines in a single comprehensive submission.
- Burrows to: Check materials received and indicate suitability.

Layout Proof:

- Burrows to: Supply the client with Layout proofs. Layout proofs are a few sample pages of the publication which demonstrate the main styles, colours and design themes of the publication.
- Client to: Amend / Approve layout proofs. Approval is expected within 14 days of first layout proof.

Editorial Proof:

- Burrows to: Supply the client with a full editorial proof in accordance with the agreed layout design.
 - Client to: Review Editorial proof, proof read and supply amendments
- Amended proofs are provided for final approval by the client before proceeding to the the next stage

Editorial approved

Final paginated proof:

- Burrows to: Paginate publication and import advertising copy. Indices and page references are added. Supply a full and final proof containing all elements of the publication.
- Client to: Review and approve for press. Final amendments submitted if required (minor only)

Approved for press

At press

- Burrows to: Prepare the publication for press. Approve printer proofs. Arrange delivery
- Client to: Complete and return delivery specification form

Publication Delivered

PRODUCTION TIMETABLE



EASY STEPS

This document highlights the main time elements of a publishing project.

It does not consider additional time elements that may be required for database verification and the re-drawing of mapping.

Assumptions:

All materials are delivered in strict accordance with our guidelines in one submission. Major changes to this content aren't subsequently made.

All design and artwork proofs are dealt with correctly and returned within the allocated time schedule.

The timetable does not consider holidays which fall within a project's production schedule. Bank holidays must be added on a pro-rata. The

Easter period will add 7 days, the Christmas period will add 3 weeks.

The guidelines overleaf may vary and are not meant to apply to any individual project.

NB. The final publication date may be subject to adjustment as a result of factors beyond our control including, but not limited to:

The delay in the submission of materials to other departments, Failure to meet proofreading and proof return timescales

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