



## Completion Email

Once your order is complete you will receive an email confirming your order is ready for pick-up.



## Production Begins

Now that everything is approved, production of your order begins.  
(production times below)



## Place Order

Send an email with order details to [novativeprinting@gmail.com](mailto:novativeprinting@gmail.com) OR over the phone with our sales team at 504.309.9683



## Approve & Pay Invoice

You will then receive an invoice for you to look over, Approve & Pay.



## Virtual Proof

Now our team of graphic artists will send you a virtual proof within 72 hours.



## Approve Proof

Time to look over your Proof, note any spelling errors or design changes and approve the final version.

## PRODUCTION TIMES

Screen Printing and Embroidery - 5-7 business days from artwork approval

Signs and Banners- 4-6 business days from artwork approval

Promotional Items- will vary on item, usually 8-14 business days from art approval

## RUSH OPTIONS

**1 day-** (requires office approval)- additional -40% | **2 day-** additional -30% | **3 day-** additional- 20% | **4 day-** additional- 10%