

Process for Sending Orders / Receiving Completed Jobs

As we start to work together, I will send you a Preferences Guide Sheet to fill out and return to me. Everyone does things a little differently and this will assist me in being sure that I am completing the job the way you want to see it.

If possible, please call to be sure I am able to accept and complete your order in a timely manner. If you do send an email to check on my availability, please attach the job to that email; that way, I can start working on it right away and not waste time while we play telephone/email tag. Thanks!

Jobs should be sent in PDF format, if possible, via email. I will return the corrected pages to you the same way, in PDF format via email. Please be sure to open these documents in Adobe or something similar so that all color markings/corrections will be visible to you.

Email Jobs to: jeannie@proproofingplus.com