



CHECKLIST FOR CUSTOMISED DIGITAL PRODUCT

From May, 2026, digital product is only supplied on a subscription basis. The product is not available for download.

After deciding to proceed with an order check that the following have been completed. Red Tick Education recommends that you keep a dated log of every step in this process as we do. Always contact us for clarification of anything you consider ambiguous. Phone calls are better for this purpose.

✓	Date	Action
<input type="checkbox"/>	___/___/___	Official order form/number or acceptance email sent to Red Tick Education (RTE) <ul style="list-style-type: none"> Orders cannot be accepted without official documentation from your school
<input type="checkbox"/>	___/___/___	Correct details of finance officer or department (for invoice) supplied with above.
<input type="checkbox"/>	___/___/___	Invoice received from RTE
<input type="checkbox"/>	___/___/___	Designer fee paid to RTE. This fee is separate from the subscription fee. <ul style="list-style-type: none"> Designer fee required to initiate work on your design.
<input type="checkbox"/>	___/___/___	All stakeholders in school consulted regarding details of the planner.
<input type="checkbox"/>	___/___/___	Style Guide supplied to RTE <ul style="list-style-type: none"> If your school does not have a style guide, please contact RTE for advice about colours and fonts.

 This part may require several communications and more than one draft so it is prudent to move quickly with ideas and requirements.

- If you can supply a sketch of your requirements the process can be expedited.*
 - Samples from the website can be downloaded and printed for cut and paste.*
 - Our designer can usually create what you describe or draw but make as many annotations on the image as you deem necessary.*
 - Scan to an image file for return to RTE.*
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|--------------------------|-------------|---|
| <input type="checkbox"/> | ___/___/___ | Mock up and instructions provided to RTE |
| <input type="checkbox"/> | ___/___/___ | Return draft received from RTE <ul style="list-style-type: none"> <input type="checkbox"/> ___/___/___ modifications to draft sent to RTE <input type="checkbox"/> ___/___/___ amended draft received from RTE <input type="checkbox"/> ___/___/___ more modifications sent to RTE <input type="checkbox"/> ___/___/___ amended draft received from RTE |

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|--------------------------|-------------|--|
| <input type="checkbox"/> | ___/___/___ | Design accepted by all stakeholders |
| <input type="checkbox"/> | ___/___/___ | Final design returned to RTE with official statement of acceptance |
| <input type="checkbox"/> | ___/___/___ | Final proof received from RTE |
| <input type="checkbox"/> | ___/___/___ | Copy of final proof retained at school |
| <input type="checkbox"/> | ___/___/___ | Copy of final proof returned to RTE with official statement of acceptance attached <ul style="list-style-type: none"> RTE will only proceed on receipt of your official approval attached to the proof. |
| <input type="checkbox"/> | ___/___/___ | Received reminder invoice for subscription to commence. |
| <input type="checkbox"/> | ___/___/___ | Subscription started. <ul style="list-style-type: none"> As this is an electronic product, subscription is payable to initiate access. RTE will supply a link for accessing the product. |
| <input type="checkbox"/> | ___/___/___ | Subscription is functioning - students have been allocated access codes. |

