



CHECKLIST FOR CUSTOMISED DIGITAL PRODUCT

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 <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.

<input type="checkbox"/>	___/___/___	<ul style="list-style-type: none"> 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.
<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

<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 the balance.
<input type="checkbox"/>	___/___/___	Balance Paid. <ul style="list-style-type: none"> As this is an electronic product, balance is payable to initiate delivery. RTE will supply a link for downloading the product. We typically use Dropbox but other file transfer sites can be used.
<input type="checkbox"/>	___/___/___	Order received.
<input type="checkbox"/>	___/___/___	RTE advised that download is complete. <ul style="list-style-type: none"> For security reasons, we do not leave product uploaded for extended periods so we need to know that you have completed the download. If necessary, product can be made available for download again.

