



## Workflow Checklist

Job Number:   — — — —

Item Number:  — — — —

Description:   \_\_\_\_\_

- Initial Meeting or Discussion
- Brief\*
- Estimate
- Approval to commence\*
- Third party quote(s) / estimate(s)
- Third party commission(s)
- Design proposal\*
- Final client approval\*
- Finished Art\*
- Invoice\*
- Payment\*
- Feedback

\* Required steps