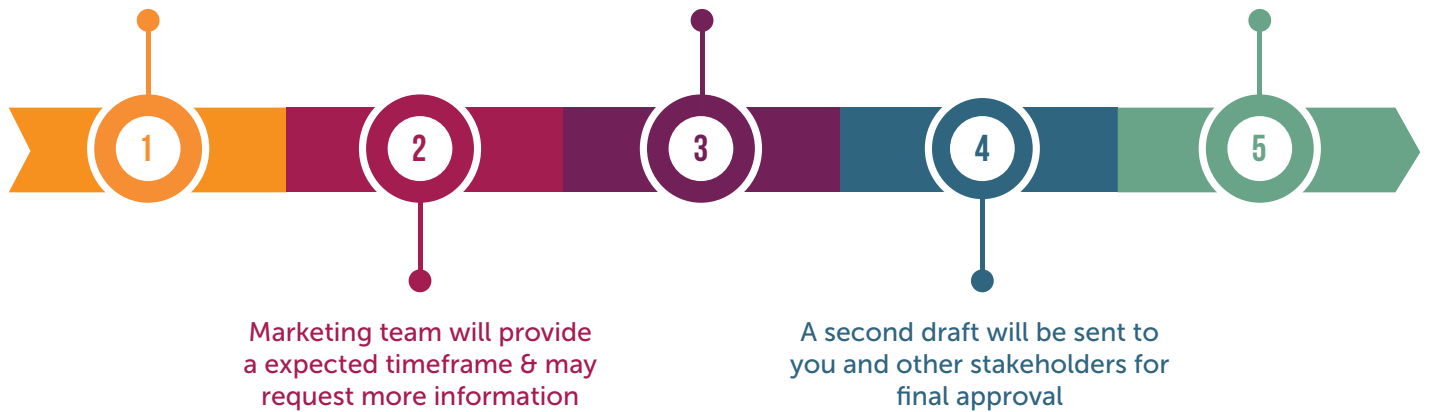


# MARKETING & DESIGN WORKFLOW PROCESS

Complete the design request form and email to [design@anglicare.com.au](mailto:design@anglicare.com.au)

A first draft will be sent to you and other stakeholders for review

Marketing send final artwork sent to professional printers (if required)



Item Required	Expected Timeframe
Videos	3 months
Brochures	1 month
Booklets	2 months
DL Flyers	3 weeks
Posters	3 weeks
Website Updates (i.e. text changes)	1 week
New Webpages	3 weeks
Folders	3 weeks
Promotional Merchandise	2 weeks for design + 6 weeks for production*
Pull-Up Banners	4 weeks
Name Badges	Up to 4 weeks (we wait until there is a bulk order)
Business Cards	3 weeks
Media Release	1 week (preferred lead time)

Timeframes listed above include printing time and delivery (when required).

Multiple rounds of reviews will increase the production and printing time.

\*Most promotional product companies require upfront payment which may result in a longer timeframe if payment details are not provided promptly. Some speciality products may also have a longer production time.

**To make a request for design work from the Anglicare Marketing & Design Team, complete a design work request form and email to [design@anglicare.com.au](mailto:design@anglicare.com.au)**