

Templated Magazine Process

Make sure you review the Pre-Press checklist before continuing the process.

Do you need ad kits for your sales staff?

If yes, you will need to send us:

- Logo
- Contact Information
- Ad Rates
- Circulation/Print Quantity
- Ad Deadline
- Publishing Date

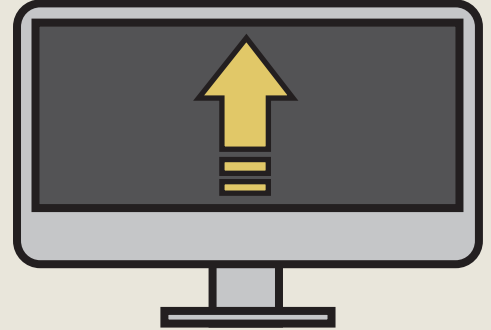
Uploading Your Files

We require

7

working days
for turn time

Files should be uploaded
3 days before due date.



Are you ready to upload?

- 1** Complete editable PDF spreadsheet.
- 2** Have all your ads ready.
- 3** Include all additional custom content

Once your files are zipped together

4 UPLOAD



Upload all your files to us as a ZIP on our website igofox.com click on the customer portal tab.

5 DESIGN



Once all files are received, the composition portion of your job generally takes 3 days.

6 PROOF



We will email you a content proof with preflight issues for you to review/correct.

Call our graphics team with questions.

Jennifer:
jennifer@igofox.com
877.329.0571 ext. 1208

Dianne:
dianne@igofox.com
877.329.0571 ext. 1307
Communicate with them to make revisions.



A final content proof will be posted online for your approval. This is your last opportunity to make revisions.



After proof approval please allow

7 business days for print production plus



Call for shipping quote.

Do you also want a Flipbook with links of this job?
Fill out the [LINK_INFORMATION.pdf](#) (found under the resource tab)
and email to your sales rep.