

Additional Approval Required: Process Outline



hyble print jobs

Prior to job submission, please follow the steps listed below to provide additional approval notations if a print job contains the following supplier brands. This process is applicable to both custom and self-serve design jobs.

If you have any questions about this process, please reach out to John Adams.

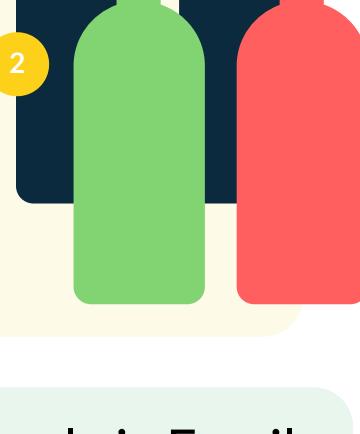


1

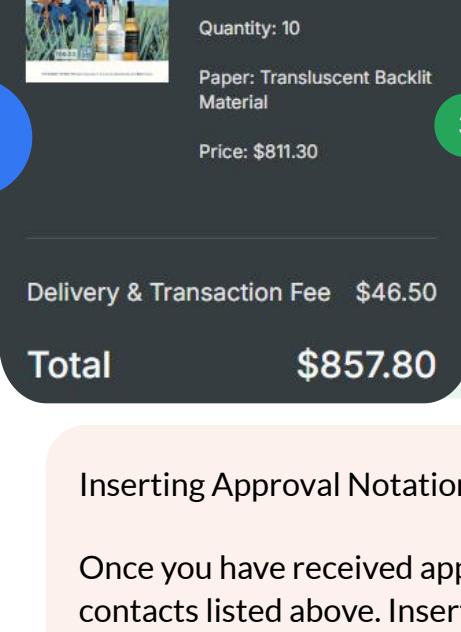
Review the order you are submitting. If that order exceeds the cost listed below then an additional approval step is required, and you should proceed to the next steps in this process.

All jobs over who cost exceeds: \$300

(Self-Serve or Custom)



2



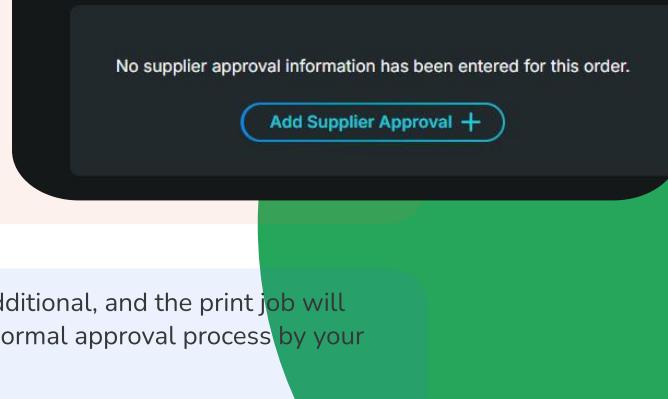
Inserting Approval Notation:

Once you have received approval from the contacts listed above. Insert this information into the "Approval Information" field at the check-out screen.

1. In the first text box enter the approval information provided to you.
2. In the second box, notate the associated supplier.
3. In the third box, notate the amount.

Request Approval via Email:

Snip job summary image at check-out or download a proof of the pending job and email John Adams the job details and request approval.



4



5

These approvals are additional, and the print job will still flow through the normal approval process by your immediate manager.

If your manager would like any of the approval information edited, they can do so in the order management site before approval or any time before the job is complete and ships.

You can also make any adjustments to this info as needed inside your completed orders tab.

Approval notations will be monitored monthly to ensure adherence to the policy.