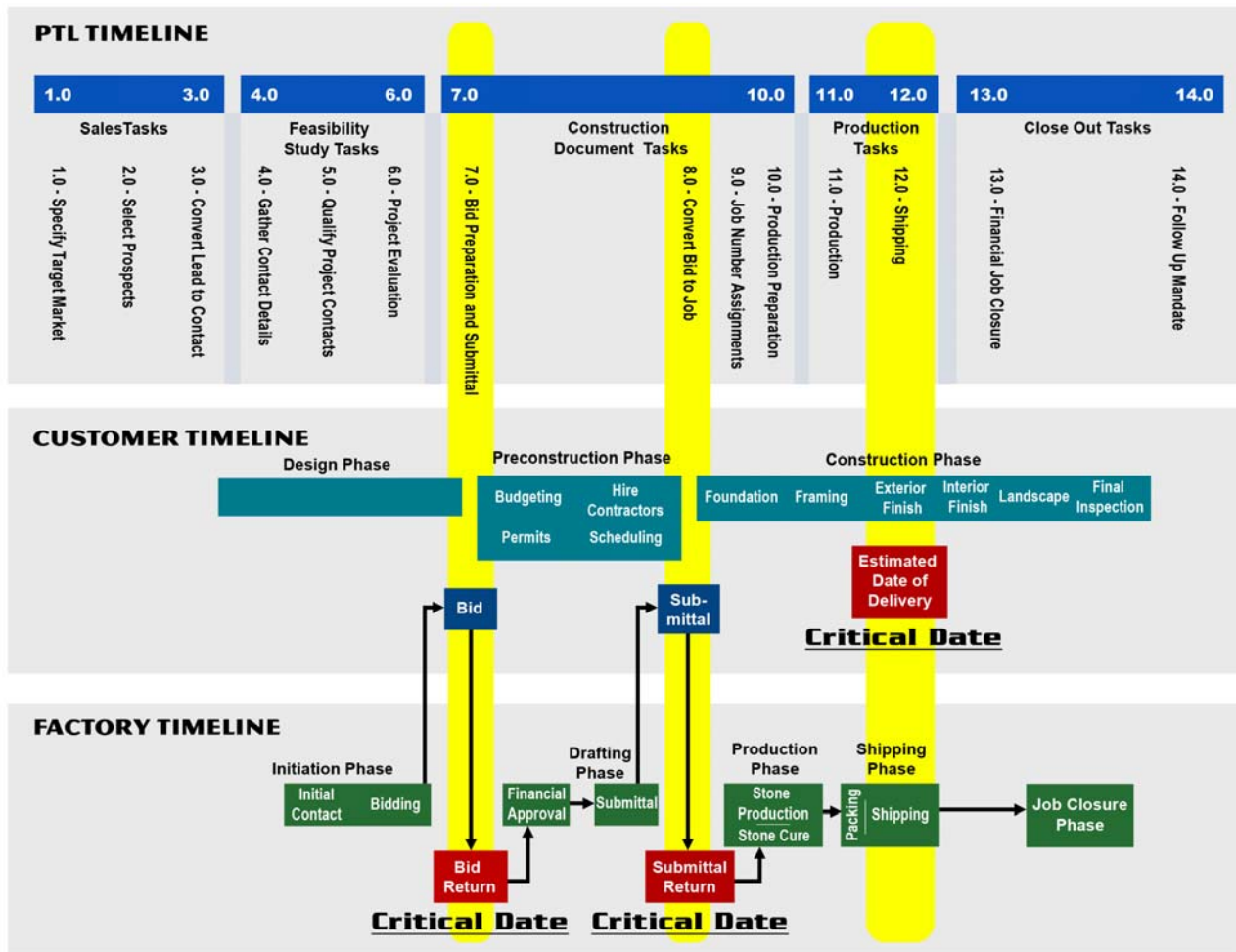


Timelines and Scheduling



Scheduling our production is an important service we provide, and missing deadlines can kill a good working relationship very quickly. Watch the customer’s deadlines and be sure we keep up our end of the deal. Keep the customer informed of any problem that comes up, and be sure to let him know when the schedule is in danger of being derailed because the approval documents are not returned promptly. Many projects are held up when a production window is passed up because the approval documents are not returned. Watch our deadlines carefully, and be sure the customer knows the difficulties he creates for himself and his scheduling when he does not sign and return his documents.