Print Department isn’t using the PDF or Proof to print. They are using InDesign file, client file, or previous WO. NOTE: PDF is still needed to match.

**Print Example 1**

Use final design from WO 67240

File Name: Proof1-COSE-67240-#10

**Print Example 2**

Use final design from WO 67191; file name: RRCT-RackCard-67191.idml Location: L:\RoyalRiverConservationTrust\67191\PRINT IN\RRCT-RackCard-67191 Folder

**Proposed Naming**

1. Put item name in description

*Print #9 Envelope*

1. If designed in Client Services

*Use final file in Print In Folder*

1. If art is from Client

*Use final file in Original Client Files Folder*

1. If art is from Previous WO:

*Use final file from WO #\_\_\_\_\_\_\_\_\_*

Data Processing isn’t using the PDF or Proof to work with. They are using InDesign file, client file, or previous WO. NOTE: PDF is still needed to match.

**DP Example 1**

Use final proof from WO 67174

**DP Example 2**

Use final design from WO 67240

File Name:

proof2-COSE-Letter-67240

File location:

L:\Community Servings\66240\Design In\Proofs

**DP Example 3**

Please use final design from 67196.

**Proposed Naming**

1. If designed in Client Services

*Use final file in Merge Folder*

1. If art is from Client

*Use final file in Original Client Files Folder*

1. If art is from Previous WO:

*Use final file from WO #\_\_\_\_\_\_\_\_\_*