Step 1

詢問及報價

Inquiry

與我們聯絡。索取報價

Please contact us and ask for price .

Step 2

訂單確認

Order Confirmation

確認您的訂單後，將通過電子郵件通知正式交貨日期。

After confirm your order , We will tell you what time we can finish printing and it will be noticed by email .

Step 3

匯款

Remittance

付款確認後，您的訂單將被確認。請注意，此後的取消將不被接受。

After confirm payment , your order will be confirmed. Please notice , Cancellation will not be acceptable.

Step 4

設計檔案傳送

Design Data Transfer

當您提交了完整的數據。我們將向您發送電子郵件，通知您數據已到達。

請注意，我們不會對數據進行任何更改，我們將按原始數據進行打印。

確保壓縮數據的方法。用字母數字符命名壓縮文件。

請注意，任何數據的缺陷都會延遲驗收的完成並導致交貨延遲。

請注意，由於提交的數據不完整，我們不承擔任何責任。

After you transfer all data to us , We will mail you a notice mail and notice that your data is arrival .

Please notice, We will not change any data , we will use original data for final printing.

Please make sure the approach of zip file, Please name zip file with letters and numbers.

Please notice, any destroy of file will influence our work and delay delivery time.

Please notice, We will not take responsibility because of data destroy.

Step 5

顏色校正

Color Correction

顏色校準服務-本機校準（如果不需要顏色校準，請直接轉到6）

想要最嚴格的顏色相同可以使用“本機的顏色校準”，但需要額外付費。

Color correction service is using professional printing machine for correction.

You can use this service for final color correction , but it is extra payment service. We recommend it.

Step 6

DM印刷

會員名單印刷

DM Printing

Member name label sticker printing

一旦確認了打印數據和會員地址數據，我們將根據接收到的數據進行打印，處理，封裝和密封。

After confirm correction of printing data and member name label data,

We will use these data to start our printing , input printing to envelop , seal.

Step 7

發送作業

Delivery

據國際萬國郵盟的規定，對於郵寄到國外的郵件，發送到每個國家郵政的郵件數量受到限制。

日本在三個主要地區運送東京，大阪，沖繩。

例如：（〒\*口口\*口-口口口口口）\*口口\* =必需的部分。

\*口口\*東京01-51，大阪52-93，沖繩90

\*關於地址的內容

由於它將以台灣公司的名義郵寄到日本，因此回郵信封上的信息將是我們的郵政編碼和地址。

客戶的日本公司名稱和URL可以打印在信封上，但不能與日本著名公司或日本國家機構相對應。

請注意，您公司的電話號碼和地址不能打印在信封或單面大幅面DM上。

According to UPU regulations,mail sent abroad, the quantity of delivery to other country’s post office is limited.

Japan is divided into 3 big area , Tokyo, Osaka, Okinawa,

（〒\*口口\*口-口口口口口）\*口口\* =Must area。

\*口口\*Tokyo 01-51，Osaka 52-93，Okinawa 90

。

\*About contents of the address

Because It will deliver to China , Japan by our Post Office returned address ( Sender’s Name ) , So Sender information will be our Postage license Number and returned address .

Japanese clients could print their company name and URL on envelope , But it can not be same as China and Japan famous company’s name .

Please notice , Your company telephone and address can not print on envelpe or big size DM .

Step 8

報告

Report

關於退回的印刷品，如果客戶提供的地址清單不完整，或者客戶指定的送貨地址已經轉移，我們會將紀錄為excel檔並email寄給您在日本/中國的公司。

About returned printing matters , If client provided incorrect address or addresses was changed , We will record all these returned printing matters in excel file and send it to client in China or Japan .