

WEB2PRINT: THE ULTIMATE SOLUTION FOR ALL YOUR MARKETING NEEDS

Your Project Planning Workbook



Version 1.6
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Web2Print allows you to have all your resources in one place – from highly editable templated products, items in a warehouse, downloadable products and pre-agreed designs. Easily navigate and find your tailored catalogue of products in seconds, at any time, from anywhere.

Our Web2Print system is focused on making the process of ordering marketing materials as straightforward as possible, removing touch points and ensuring your products arrive at their destination as quickly as possible. All while providing great customer service and print quality.

Set up marketing materials on the portal and unleash your full creativity with any of our customisable artworks. Make the changes yourself, let the system handle the changes for you or give another user access through a login.

If you have an idea, our team can and will make this work.

GETTING STARTED

If you have any questions or help filling in this form, please contact marketing@bbpress.co.uk and we will assist you.

Your Name

Your Email Address

Your Phone Number

Your Company Name

All of the following questions will help us with providing you with a prompt response tailored to your specific needs.

Please tick this box to confirm you are happy for us to contact you in relation to your web2print project.
www.bbpress.co.uk/privacy-policy

At B&B Press, we support the work of the **World Land Trust** through their Carbon Balanced Printer Programme, balancing the carbon impact of our entire print process through conservation projects.



BRIEF OVERVIEW

Use the available spaces to make notes,
The more information the better.

Please provide a brief overview of your ideal web2print system:

What kind of items would you like on the portal, is it for use within your company centrally, or to your customers? Is there any specific features you would like the portal to have?

How will a web2print system benefit you as a company?

Web2Print is designed to save you time and money, think about your current ordering process & how having easily accessible marketing material will save you time as a company.

This next part is about collecting information to help us put together the best proposal for your future project. We appreciate you might not know exact numbers, just try to estimate as best as you can.

USERS & LOCATIONS

How many users to see requiring access to the portal?

A user would be anyone who needs access to your portal

Users

Do you require people to be set up with the ability to only see certain items on the portal?

Yes **No**

If yes please provide a brief explanation of the types of groups you would be using

Do you require user data to be stored on the system for specific users?

User data can be used to automatically change information on artwork, from changing a name to the branding.

Yes **No**

If yes please give example of the type of information you would like to be stores

Do you require addresses to be preloaded onto the system for either artwork or shipping

Yes **No**

If yes please provided a brief description (if required)

For use internally we would typically set one fixed billing address, will this be the case for your system?

Yes **No**

If no please explain how your billing process will be different. (such as the portal being used externally)

PRODUCTS

Do you require items to be stored in a warehouse and ordered via the portal?

Yes No

If yes please provide a brief description of the types of products and quantities. If no please skip to the next page.

Do you require the portal to provide live stock counts?

Yes No

Do you require the portal to provide low stock/out of stock notifications?

Yes No

Number of warehouse based products to go on the portal?

Products

Do you require items on the portal that are static (non-editable) print on demand products?

Yes No

If yes please provide a brief description of the types of products and quantities. If no please skip to the next page.

Number of static print on demand products to go on the portal?

Products

PRODUCTS

Do you require items on the portal that are editable print on demand products?

Yes

No

If yes please provide a brief description of the types of products and quantities, As well as how you envision them being edited. If no please skip to the next page.

Number of editable print on demand products to go on the portal?

Products

Do you require items on the portal other than previously stated, such as downloadable products?

Yes

No

If yes please provide a brief description of the types of products. If no please skip to the next page.

Number of other products to go on the portal?

Products

CAMPAIGNS

Do you run marketing campaigns throughout the year/
would you like to add/edit items throughout a year?

Yes

No

*If yes please provide a brief description of how many campaigns
you run in a year, as well as how often you will review products
on the portal. If no please skip to the next page.*

Number of products you would add to
the portal throughout the year?

Products

FILES

Please let us know what files
types you have access to:

Packaged Indesign Files

Prefered option for editable products.

Print Ready PDF's

Prefered option for static products.

Images/photos of products

Prefered option for warehouse based products

*If you would require help with the design work or you know of
any issues getting any of these files please let us know.*

SLA's

Preferred SLA on printed items:

Working Days

Preferred SLA on warehouse based items:

Working Days

Do you require items to be packaged and shipped in a trade way. (the user wont know it came from B&B Press)

Yes No

Would you require us to send items as if it came from your company?

Yes No

Do you require notifications to be sent to the user when a item is shipped:

Yes No

Do you require items to be approved by a someone prior to going to production:

Yes No

Do you required editable products to be proofed prior to going to production:

Yes No

PAYMENT

Will the system show prices on the products?

Yes No

How will individual orders be paid for made on the system?

End of month billing (paid by your company)

Pay on checkout (credit card)

Prepaid for items

Will you be monitoring user spend?

Yes No

If yes please provide a brief description of how you would like that to be done, we do offer a credit system for budget control and we can set order limits.

ACCESS

The default login method to the system would be a bespoke URL, and require usernames and passwords. Would this be suitable for your portal?

Yes

No

If no please provide a overview of how you would need your users to connect to the system, we can connect the most systems and make the portal work as you need it to.

SUPPLIERS

Do you require more than one supplier to be set up on the portal? *Products that B&B Press wouldnt be supplying*

Yes

No

If yes please let us know how many suppliers and if known, would they would require a bespoke intergration to recieve orders onto there system.

LANGUAGES

The portal can be set up to be multilingual, do you require additional languages set up on the portal?
Other than English

Yes No

Similarly, the portal can also allow multiple currencies, do you require any adding to the portal?
Other than Pound Sterling

Yes No

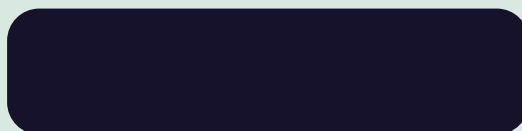
If any of the above are Yes please give a brief overview of the currencies and languages that need to be made available.

ANYTHING ELSE?

Let us know if there is anything else you want to let us know about your portal.



Once completed send this to your account manager or upload this as artwork to the below:



Please tick yes to the question "Do you have Print Ready artwork?" this will then let you upload this file.

bbpress.co.uk/pricing