



PHS Tips to Help Make Your Creative Services Project Run Smoothly

1. Plan ahead!

Same day or next day turnaround times should be the EXCEPTION, not the rule. We have many other projects we are working on and we can't always get to your request right away.

2. Fill out the ENTIRE Creative Services Request Form.

An incomplete form can cause delays. Let us know if you need help filling out the form or need to discuss your project in person.

3. Provide ALL information and text when you submit the form.

If you do not provide your text or other necessary info with the form, we will put your project on hold.

4. Have all text written, proofread, and approved BEFORE giving your project to us.

If more than one person needs to approve the text, that should be done BEFORE it gets to us.

Many changes we are asked to make are text changes and not design-related, which can cause unnecessary back and forth.

5. If you have specific photos that you want to use, please provide them or tell us where to find them.

Don't have photos or know where to find them? Don't worry, we can help with that.

6. Respond to proofs in a timely manner, preferably within 24 hours.

Sometimes people take weeks to get back to us, then it's a rush to make the edits. Please keep in mind that we have multiple projects going on simultaneously and it can cause other projects to be delayed if we have to push them aside for rush changes.

7. Provide edits all at one time, when possible.

If more than one person is working with you on your project, make sure to consolidate your feedback and send to us all at once. Little edits here and there can be time-consuming and cause delays.

NOTE: Your text will be reviewed by Marketing prior to Creative Services working on your project and they may suggest edits. Marketing will also review the final approved file.