

MN STUDIO

WELCOME PACK

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Welcome

to MN Studio.

YOUR POINT OF CONTACT

Masood Malik

masood@mnstudio.uk
07931 761 433

01 — GETTING STARTED

What happens next

Thank you for choosing MN Studio. I will be managing your project from kick-off to delivery as your single point of contact. This short pack explains what happens next, how proofing and sign-off work and how to send me your assets, so everything runs smoothly from start to finish.

1

Kick-off & brief

We confirm the brief, specification, quantities, schedule and who signs off the work.

2

Assets

You send logos, images and copy — see overleaf for the easiest way.

3

Design & proofing

I share designs and proofs for your feedback, within the amendment rounds in your quote.

4

Sign-off

You approve the final artwork in writing using a short artwork approval form.

5

Production & delivery

Files are preflighted, printed, quality-checked and delivered on schedule.

6

Invoice

Your invoice follows, payable on receipt unless instalments were agreed.

02 — WORKING TOGETHER

Proofs, files & payments

01 Proofs and approvals

- Proofs come as PDFs by email — please send all changes for each round together, in one email.
- Check everything carefully: spelling, names, phone numbers, dates and prices.
- Nothing is printed until you approve it in writing.
- Colours can look slightly different on screen; a printed proof copy can be arranged.

02 Sending your files

- Large files: send a WeTransfer link to masood@mnstudio.uk.
- Logos: AI, EPS, PDF or SVG if you have them — otherwise the best quality you have.
- Photos: the original full-size images, not screenshots or social media copies.
- Text: a Word document or the body of an email, checked and final.

03 Payments

- Invoices are payable on receipt by bank transfer, unless monthly instalments were agreed.
- MN Studio is not VAT registered, so the invoice total is the full amount.
- My bank details never change by email — if you ever get a message saying they have, call me before paying.

ONE PERSON FROM START TO FINISH

Masood Malik · MN Studio

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