



DSM Procedure

We aim to have produced your final marketing presentation with your involvement within 33 days from signing our contract.

By day 2

We will invoice you for your first 3 months marketing plus a one-off administration fee and any other set-up costs.

By day 5

After we have received receipt of cleared funds for our initial deposit, we will contact you to request your presentation or your artwork, branding and full brief both by email and telephone.

By day 12

We expect to have received your artwork, branding and full brief, or your full presentation, as a 20 second PowerPoint 2003 presentation.

By day 17

If we have received your presentation in the correct format, we will upload your marketing presentation. If we are producing your presentation, we expect to have sent you a proof (based on your original artwork and brief) to you for approval, by email.

By day 19

We expect to have received feedback from you, and we will undertake any amendments you would like to make (if necessary) to your marketing presentation.

By day 24

We expect to have a final proof of your marketing presentation with you for approval.

By day 26

We expect to have approval from you in writing.

By day 33

We will upload your full presentation and add your listing to the members' directory.

By day 40

We would like you to have forwarded to us your corporate literature so that it can be immediately displayed in the brasserie.

Note: These timings are guidelines only and are dependant on your timely involvements in the production of your marketing presentation.