**Inside Irvine RFP Interview Questions**

1. How does your proofing review process work, including digital proofs? Do you require PDF proofs?
2. Tell us about the main point of contact on our account, and how quickly that person would be able to address a critical situation such as a late edit right before press or an issue on the press that may make the magazine late.
3. How have you handled misprints or project issues that were not to customer satisfaction?
4. How do you ensure the postage amount listed on the invoice is accurate?
   1. Will send the postage list report to us for approval before they print.
5. **How do you manage job scheduling so one job does not get delayed?**
6. What is the biggest print job you have?
7. Is paper procurement an issue for you?
8. How is your employee retention and/or do you belong to a parent company? *(ex. Creel and LSC and being bought all the time)*
9. What is your process to ensure accuracy in bindery throughout a long run like this?
10. **Please break down the timeline for your printing process from the time we submit files to you until the printed copies are in residents’ mailboxes.**