

CLIENT GUIDE

General Sample & Production Process

Eight stages, from the first decorated sample on your desk to a finished pallet leaving our facility.

COVERS

SAMPLING · PRODUCTION · SHIPPING

ISSUE

2026



OVERVIEW

Every bottle and candle we decorate follows the same route. This guide sets out each of the eight stages, what we need from you at each one, and how long it typically takes — so you can plan your launch with confidence.

2 weeks	4–6 weeks	24–48 hrs	5–8
SAMPLE PRODUCTION	FULL PRODUCTION RUN	DISPATCH AFTER PAYMENT	GOOD SAMPLE UNITS RETURNED

01	Sample Preparation	YOU SUPPLY	05	Order Placement & Stock Allocation	PO REQUIRED
02	Sample Production	≈ 2 WEEKS	06	Production	4–6 WEEKS
03	Sample Review	YOU APPROVE	07	Finalisation	INVOICE ISSUED
04	Assigned Dekor8 Item Code	REFERENCE SET	08	Shipping	24–48 HRS

Most delays we see come from two things: artwork that isn't print-ready, and vessels arriving short or damaged. Both are avoidable, and both are covered in the stages that follow.



01

Sample Preparation

WHAT WE NEED FROM YOU

To begin the sample creation process we need three things: the sample bottles or candles themselves, a **Purchase Order**, and the **artwork** to be used for the decoration.

If you are unable to provide more than 10 undecorated units, send what you have — we will advise how many samples we can produce from the available quantity.

Your artwork should include specific detail: Pantone colour references, and any design guidelines we need to work to, such as spray transparency level and print measurement height.

SEND US

- Sample vessels — 10+ units where possible
- A Purchase Order (PO)
- Vectorised print-ready artwork
- Pantone colour references
- Spray transparency & print height
- Any other design guidelines

All print files must be **vectorised** so they are compatible with our screen-making process. Non-vector files are the single most common cause of delay and inconsistency at the decoration stage.

02

Sample Production

APPROX. 2 WEEKS

Once your materials are with us, sample production begins. The process typically takes around two weeks.

Your bottles are decorated according to the artwork provided, and we aim to return **5–8 good units** — though this can vary depending on how many clear glass or plastic vessels are sent to us.

When the samples are complete they are shipped to you for review, together with a **sample sheet** outlining the details of the decoration and a new Dekorprint reference for your records.

03

Sample Review

YOUR APPROVAL

When the decorated samples arrive, we ask you to conduct a thorough review to ensure the product meets your expectations. Check the decoration, the colour accuracy — the Pantone matches especially — and the overall design quality.

Once satisfied, select one sample to sign off as the approved version. This signed sample needs to be returned to our office to confirm your approval. It then acts as the reference for all future production runs, ensuring consistency in the final product.

We also retain a sample as a backup, so production is never delayed if the original approved sample is accidentally lost or damaged.

04

Assigned Dekor8 Item Code

REFERENCE SET

After approval of the sample, we assign a **unique Dekor8 item code** to your product. This code is linked to your SKU and serves as the identifier for all future communications and orders regarding that specific item.

It streamlines the process of reordering and tracking. Any revisions to the product specification will result in a new reference being provided where necessary.



SCREEN PRINT ON
COLOURED SPRAY COAT
DEKOR8 HOUSE SAMPLE

05

Order Placement & Stock Allocation

FORMAL PO REQUIRED

To place an order for full production we require a formal Purchase Order sent directly to our team. So that we can process and schedule your order as efficiently as possible, we will send you a list of the items your PO must contain.

Concurrently, if you are supplying the bottles or candles, we will ask you to arrange for them to be delivered to our facility. Shipping details — including timing and any specific instructions — should be coordinated by email to deliveries@dekor8.co.uk. Ensuring the bottles arrive in good condition and in the correct quantity is crucial to keeping production on schedule.

All goods are checked and counted on arrival. If any pallets or boxes are damaged, we will inform you the **same day** the goods are received, with photographs of the consignment taken on the lorry before unloading.

We ensure accurate stock allocation through detailed pallet labels, and we manage your inventory internally from the time it arrives at our facility until it is dispatched.

06

Production

4–6 WEEKS

Once all the necessary materials have been received — vessels, PO and finalised artwork — production commences. The decoration process typically takes between four and six weeks, depending on our production schedule and capacity at the time.

Factors such as the complexity of the design, the colour application and the volume of bottles can all influence the timeline. We will keep you informed if any delays are anticipated, and if we encounter any issues with your glass during production we will inform you immediately, with a solution.

07

Finalisation

PACKING LIST & INVOICE

Upon completion of the production run you will receive an email with a packing list and invoice. If there has been a shortfall in production due to a fault in the glass, we will outline the total quantity and clearly highlight any discrepancies.

It is essential to review this invoice for accuracy and ensure timely payment to avoid any delays in shipping. Any discrepancies in the invoice or final count should be communicated immediately so they can be resolved before shipment.

08

Shipping

24-48 HRS

Once payment is confirmed, your order will be processed for shipment. We aim to ship within 24 to 48 hours of payment confirmation. The shipment will be accompanied by a delivery note that includes details of the pallet contents.

If you have a preferred transport company, you are more than welcome to arrange collection instead.

Upon receiving the shipment, inspect the pallet thoroughly for any signs of damage. If any bottles or packaging appear damaged on delivery, it is important to document the damages and report them immediately to our team so that the issue can be resolved efficiently.

CHECKLIST

What we need from you

Have these ready and your job moves straight into the schedule. Anything missing here is where timelines usually slip.

- | | |
|--|---|
| ☐ Sample vessels — 10+ undecorated units where possible | ☐ Spray transparency level, where relevant |
| ☐ A Purchase Order sent directly to our team | ☐ Print measurement height |
| ☐ Vectorised, print-ready artwork files | ☐ Delivery timing for incoming vessels |
| ☐ Pantone colour references | ☐ One signed-off sample returned to our office |

This process exists to keep communication clear at every step — protecting quality and timelines throughout the production cycle.

DELIVERIES

deliveries@dekor8.co.uk

ONLINE

dekor8.co.uk

DOCUMENT

Sample & Production Process

DEKOR8

DECORATION FOR GLASS & PACKAGING