ARTWORK GRAPHIC DESIGN REQUEST FORM

4 Divito Trail, Hopatcong NJ
Phone: 973-262-8723 ~ Email: aspecialsomeone99@yahoo.com

CUSTOMER (contact name, address and phone)

DATE IN

DATE REQUESTED

NAME OF JOB

PO #

IF LESS THAN 24 NOTICE THEN A RUSH FEE MAY APPLY

TYPE OF WORK ❑Art Only ❑Invitation ❑Folder ❑Brochure ❑Newsletter ❑Flyer/Sell Sheet ❑Book ❑Magazine ❑Ad _____ ❑Business card ❑ Letterhead ❑Envelope ❑Package Design ❑Other

❑ **NEW**
❑ **REVISION**
Previous invoice #:
Date:

SIZE FLAT (width x height)

SIZE FOLDED (width x height)

TYPE FOLD

BLEED
❑Yes ❑No

PAPER (name/weight/colour)

PROOFS WILL BE:
❑Picked Up ❑Delivered
❑Faxed ❑E-mailed
To:

INK COLOURS ❑Greyscale ❑Process ❑Spot (PMS numbers)

OUTPUT ❑B/W ❑Colour ❑Separations ❑Velox ❑Film ❑Positive ❑Neg ❑RR Emulsion
❑Line Screen_____ ❑Disk (Mac PC) ❑PDF ❑Other

FINAL WILL BE:
❑ Picked Up
❑ Delivered
To:

PRINTER:

ADDITIONAL COMMENTS:

JOB DETAILS

DESCRIPTION	AMOUNT/HOURS	RATE	TOTAL

SEE SAMPLE: