

client: \_\_\_\_\_

job number:

contact: \_\_\_\_\_

tel: \_\_\_\_\_

email: \_\_\_\_\_

date:

date due:

job description

specs:

size  
number of pages  
quantity  
colour specs: Pantone reference/CMYK values

print option:

digital  
lithographic  
offset litho  
dye-sublimation  
pad printing  
silkscreen  
embroidery  
heat pressed  
web  
flexographic  
other

finishes:

encapsulated  
UV laminate  
machine varnish  
emboss  
blind emboss  
foiling  
gloss  
matt

binding:  
glue  
saddle-stitch  
perfect bind  
wiro

materials:  
thickness/weight

paper  
board  
vinyl type  
flex backlit  
flex blackout  
paper  
chromadeck  
abs  
correx  
perspex  
steel  
aluminium  
other

supplied:

artwork supplied?  
we do artwork?  
cd  
dvd  
colour proofs  
fonts  
or fonts converted  
to outlines  
other

OTHER INFO:

