

## artwork request form

client: \_\_\_\_\_ requested by: \_\_\_\_\_

job title: \_\_\_\_\_ estimated budget: \_\_\_\_\_

date submitted: \_\_\_\_\_ date due: \_\_\_\_\_

printing estimate needed:  yes  no final output:  cd  email  hard copy  ftp  pdf

## artwork request form

COMPONENT	SIZE	COLORS FRONT	COLORS BACK	ADDITIONAL NOTES
<input type="checkbox"/> <b>carrier</b>	<input type="checkbox"/> 10 <input type="checkbox"/> 9 x 12 <input type="checkbox"/> 9 <input type="checkbox"/> 6 x 9	<input type="checkbox"/> 4 color <input type="checkbox"/> black	<input type="checkbox"/> 4 color <input type="checkbox"/> black	
<input type="checkbox"/> SLW <input type="checkbox"/> Closed Face <input type="checkbox"/> SRW <input type="checkbox"/> Special <input type="checkbox"/> Flies the package	<input type="checkbox"/> 8-5/8 <input type="checkbox"/> A-8 <input type="checkbox"/> 7-3/4 <input type="checkbox"/> A-7 <input type="checkbox"/> Other _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	
<input type="checkbox"/> <b>return envelope</b>	<input type="checkbox"/> 9 <input type="checkbox"/> 6-3/4 <input type="checkbox"/> 8-5/8 <input type="checkbox"/> 6-1/4	<input type="checkbox"/> 4 color <input type="checkbox"/> black	<input type="checkbox"/> 4 color <input type="checkbox"/> black	
<input type="checkbox"/> RAE <input type="checkbox"/> BRE <input type="checkbox"/> code: _____	<input type="checkbox"/> 7-3/4 <input type="checkbox"/> A-7 <input type="checkbox"/> 7 <input type="checkbox"/> A-6 <input type="checkbox"/> other _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	
<input type="checkbox"/> <b>letterhead</b>	<input type="checkbox"/> 8-1/2 x 11 <input type="checkbox"/> 8-1/2 x 14	<input type="checkbox"/> 4 color <input type="checkbox"/> black	<input type="checkbox"/> 4 color <input type="checkbox"/> black	
<input type="checkbox"/> text to be placed <input type="checkbox"/> text to be lasered <input type="checkbox"/> flies the package	<input type="checkbox"/> 8 x 10 <input type="checkbox"/> 7 x 10 <input type="checkbox"/> other _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	
<input type="checkbox"/> <b>reply</b>	<input type="checkbox"/> 8-1/2 x 3-1/2 <input type="checkbox"/> 8-1/2 x 7	<input type="checkbox"/> 4 color <input type="checkbox"/> black	<input type="checkbox"/> 4 color <input type="checkbox"/> black	
<input type="checkbox"/> survey <input type="checkbox"/> petition <input type="checkbox"/> sweepstake <input type="checkbox"/> flies the package	<input type="checkbox"/> 8-1/2 x 11 x 10 <input type="checkbox"/> 7 x 10 <input type="checkbox"/> 8 x 10 <input type="checkbox"/> other _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	
<input type="checkbox"/> <b>other components</b>	<input type="checkbox"/> size _____	<input type="checkbox"/> 4 color <input type="checkbox"/> black	<input type="checkbox"/> 4 color <input type="checkbox"/> black	
<input type="checkbox"/> pub note <input type="checkbox"/> buck slip <input type="checkbox"/> certificate <input type="checkbox"/> membership card	<input type="checkbox"/> other _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	
<input type="checkbox"/> <b>other components</b>	<input type="checkbox"/> size _____	<input type="checkbox"/> 4 color <input type="checkbox"/> black	<input type="checkbox"/> 4 color <input type="checkbox"/> black	
		<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	<input type="checkbox"/> pms _____ <input type="checkbox"/> pms _____	
<input type="checkbox"/> <b>additional notes</b>				