

Date: _____

Customer information

Name: _____

Print information

Delivery date: _____

Do the client need a proof print? Yes Colour proof
 No Design proof

Quantity required: 100 1000
 250 2500
 500 5000 Other: _____

Job type: Annual Report Contract cover Lables
 Booklet Flyer Posters
 Brochure Folder Signage
 Business cards Letterheads

Paper specifications:

Dimensions: A1 A2 Other: _____
 A3 A4

Type: Gloss Matt Name (Hi-Q, Camelot, etc): _____

Weight: 90 gm 170 gm 300 gm Other: _____
 135 gm 200 gm
 150 gm 250 gm

Finishing: Full colour Matt lamination Embossing
 One colour Gloss lamination Foiling
 Two colours Spot varnish Perforation
 Single sided Matt varnish Scoring
 Double sided Gloss varnish Dye-cut Other: _____

Special instructions:

Delivery instructions:

Own courier Postal address
 Our courier Business/home address

Address: _____

Courier contact: _____

Email: _____

Contact number: _____

Postal code: