

Art Request

Please fill out the form to the best of your knowledge. Press the SUBMIT button (on page 2 of the PDF) to send the request to the Art Department. Type the Project Name on the subject line of the email and add any necessary attachments before pressing SEND.

BRAND NAME	
SUBMITTED BY	
TODAY'S DATE	
PROJECT NAME	
PRODUCTION DUE DATE	
i.e. Art Completed by Designer	
FINAL ARTWORK DUE DATE	
i.e. Final Due Date (Printed & Delivered by)	
PROJECT TYPE	
PROJECT TASK	
OBJECTIVE (What is this project for)	
PROJECT DESCRIPTION	
Space for Additional Information on Page 2 of this PDF.	

QUOTES NEEDED	YES	NO	QUANTITY
DIMENSIONS			
MATERIAL SPEC (Paper Stock / Finish)			
FULL BLEED	YES	NO	
HIERARCHY (What needs to stand)			
LOGO			
PROMOTIONAL INFO			
i.e. "New" etc.			
WEB ADDRESS			
ILLUSTRATION / PHOTOGRAPHY			
i.e. Package or Beauty Shot / Product			
NET WT.			
BARCODE / UPC #			
# OF COLORS (FRONT & BACK)			
i.e. 4 Color CMYK, BW, Spot Color, Other			
PRINTER			

SUBMIT BUTTON ON PAGE 2



ADDITIONAL INFORMATION

Submit

