



# BUSINESS CARD PROJECT SPECIFICATION

JUNE  
2017

Project name: <ProjectName>  
Client: <Client>  
Client's email: <ClientEmail>  
Client's phone: <ClientPhone>

Project ID: <ProjectID>

We would like to ask you to fill out this form with as more details as you can provide us. It gives us basic information for creating your project draft.

If you feel that any question is not relevant to your project or you do not feel comfortable to answer it, skip it, please.

In case you are not sure what a question means or you do not understand it, note it into the form, please.

If any category is not the part of your project, please, skip it.

Please, take into consideration as this project is to being printed, all data you provide me has to be in vectors (fonts, logos etc.) or in sufficient resolution (300 dpi ...).

# project specification

CLIENT

Company or Name

Address

ABN

Web Address

CONTACT PERSON

Name and Surname

Position

E-mail

Phone

FILLED OUT BY

Name

Signature

Date

## PROJECT DETAILS

# project specification

1 Describe your company and/or product and/or services and/or event.

2 Who is your target group?

3 Do you have any strategy or plan for marketing, sales or/and branding? If so, describe or attach it. What are your goals?

# project specification

4 Why do you want new business card?

5 Do you one-sided or double sided card?

one sided

one-sided – black&white

double-sided

double-sided – black&white

double-sided with black&white backside

6 Do you have any preference (colours, horizontal orientation, vertical orientation, rounded corners ...)?

7 What data do you want to place at your business card?

8 Is there anything you insist on having at your card?

# project specification

9 Is the business card to be used for one person or for group of people?

10 Are there any projects you like and/or do not like? *(Describe, attach pictures or links ...)*

11 Feel free to attach everything you think is important and related to.