



POSTER, FLYER, BROCHURE 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

What type of media do you want?

poster

flyer

brochure

2

What size, style, composition or how many pages do you prefer?

Empty text area for question 2.

3

How is it going to be used – digital/print/ both?

Empty text area for question 3.

4

What is the purpose of this media?

Empty text area for question 4.

5

Who is your target group?

Empty text area for question 5.

project specification

6 Do you have any preference (colours, fonts, styles ...)? Do you have any ideas?

7 Name list of projects you like and do not like (attach or inset links).

8 What data to be used?

9 Contact details for printer (if applicable).

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