**Project Title**:

**Target Audience**:

**Current Design, website & guidelines or design inspiration**:

**Job Description**:

|  |  |  |
| --- | --- | --- |
| Supplied  | Description if required: | If no supplied, date expected? |
| **Text Supplied: Y/N** | (Final text in Word or email) |  |
| **Photos Supplied: Y/N** |  |  |
| **Logos Required: Y/N** |  |  |

**Production Specs**

**Size**:

**Number of Pages (single/ double sided)**:

**Full Colour/Black & White:**

**Printers:** Managed by me or you?

**Paper thickness:**

**Quantity:**

**Digital**: does it need to be accessible for computer audio readers? (this is an extra expense)

**In-house printer:** photos can be lower quality for in-house printing

**Design budget:**

**Print budget:**

**Deadline**:

**Images sizes jpg:** BANNER AND LARGE SIGNAGE = Raw files preferred (otherwise 3000kb can go to 250cm & 35,000KB can go to 700cm), A4 IMAGES = 5MB & 5cm x 7cm = 230KB. WEB IMAGES = most sizes. This is a rough guide as the quality of a jpg does depend on how they are saved.