

8.5x11 Brochure/ Flyer Design Form Client Company: _____

1. Standard Layout or BCE

To save time proofing fill out with the customer present.

Use this rectangle to layout the business card

Sample Card _____

2. One or Two Sides? _____

Design Form

FRONT

NOTES:

Use this design form for location of photos, graphics and text. Text can be provided separately in a Microsoft Word document. Please identify the blocks of text with letters or numbers for easy matching.

panel c
panel b
panel a

FRONT PANEL

The better the artwork you provide to the designer the better the card will be!

3. Fonts: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> Helvetica/Arial | <input type="checkbox"/> Times New Roman |
| <input type="checkbox"/> Futura | <input type="checkbox"/> Garamond |
| <input type="checkbox"/> Eurostile | <input type="checkbox"/> Goudy Old Style |
| <input type="checkbox"/> COPPERPLATE | <input type="checkbox"/> Impact |
| <input type="checkbox"/> <i>Brush Script</i> | <input type="checkbox"/> Optima |
| <input type="checkbox"/> Frutiger | <input type="checkbox"/> Bembo |
| | <input type="checkbox"/> Use Designer Judgement |

4. Colors of: (CMYK if known)

Business Name _____
 Phone Number _____
 Name & Title _____
 Address, Phone, Email _____
 Tag Line, Misc Info _____
 Web Site _____
 Background _____

5. Photos: Number of Photos? _____ photos.com stock#

Name of Photo: _____

- To Be Scanned
- Emailed to Office
- On Disc or CD
- On File

- Screened
- Square
- Solid
- Circle
- Bleed
- Oval

- Feathered Edge
- Clipping Path

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Number of Logos? _____

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Dealer Company: _____

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Design Form

BACK or INSIDE

NOTES:

panel f panel e panel d

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- | | |
|--|--|
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Dealer Company: _____