

# Business Card Design Form

Client Company: \_\_\_\_\_

## 1. Standard Layout

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  Back

## NOTES:

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"/> <b>COPPERPLATE</b>  | <input type="checkbox"/> <b>Impact</b>                 |
| <input type="checkbox"/> <i>Brush Script</i> | <input type="checkbox"/> Optima                        |
| <input type="checkbox"/> Frutiger            | <input type="checkbox"/> Bembo                         |
|  | <input type="checkbox"/> <b>Use Designer Judgement</b> |

## 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: \_\_\_\_\_