

Project brief

Highlight the text in the fields and change as required.
If you need help with any parts just insert 'Need help'.

Contact details

Name

Email

Company

Telephone

Address

Do you have to raise a purchase order?

Accounts

Project details

Title

Deadline

If required for an event insert the day before.

Budget

An approximate budget enables us to only offer suitable options.

Background

Objectives

Target Audience

Scope

Project details (continued)

Text

Logos

Photography

Illustration

Translations

Previous
Projects

Examples

Other

Website specific production details

Type

Current
dislikes

Page
details

Manager

Responsive

Functions

Other

Print Production

Print item 1

Type
Size
Orientation
Pages
Colour
Stock Type
Lamination
Finishing
Quantity
Other

Weight

Print item 2

Type
Size
Orientation
Pages
Colour
Stock Type
Lamination
Finishing
Quantity
Other

Weight

Print item 1

Type
Size
Orientation
Pages
Colour
Stock Type
Lamination
Finishing
Quantity
Other

Weight

Print item 2

Type
Size
Orientation
Pages
Colour
Stock Type
Lamination
Finishing
Quantity
Other

Weight

If your project consists of more than 4 items just send another form.

We strongly advise having an initial meeting for large or complicated projects to discuss the most appropriate strategy. There is no charge for this advice so just give us a call on 020 7517 0390.