



PRINT PROJECT QUESTIONNAIRE

We'd like to extend our sincere thanks for considering PurpleTree Graphics for your upcoming project. In order to provide you with an accurate proposal, we ask that you complete this questionnaire. This not only aids us in providing the information we need, but also helps you organize and define what you need from us. Though we'd like you to be as specific as possible, we understand there may be some gray areas that will need clarifying. Please fill out the form, save it (make a copy for yourself if you like), and press the 'Submit' button to return it to us. You will receive a response within 24 hours. Thank You!

Company Name:

Date:

Contact Name:

Other Contact Info:

Address:

Phone:

Mobile:

Email:

Website:

PRINT DESIGN

Describe your project:

What are the size requirements for the final print?

Will your print require a bleed? (For any color or image that goes to the edge of the page.) What is the specified size of the bleed? (By points, or 1/8", 1/4", etc.)

Is there a specific design layout requirement? (For Business Cards note horizontal or vertical design layout.)

Are there specific colors required? (Note all Pantone color requirements.)

Is there a specific paper stock required?

What is the total number of prints? (Business cards come in 250, 500 or 1000.)

ADDITIONAL REQUIREMENTS

Are there any additional requirements?

Will this be professionally printed or desktop printed?

Would you like a print quote?

If you need the product shipped, what is the shipping address?

Will the files be sent to your print service?

If so, what is the required file format?

What is the email address of your print service?

NOTES

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