8.5x11 Brochure/ Flyer Design Form Client Company: Use this rectangle to layout the business card To save time proofing fill out with the customer present. 1. Standard Layout or BCE Sample Card panel b panel a 2. One or Two Sides? FRONT PANEL **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. The better the artwork you provide to the designer the better the card will be! 5. Photos: Number of Photos? _____ photos.com stock# 3. Fonts: (Check one) Number of Logos? ☐ Helvetica/Arial ☐ Times New Roman Name of Photo: Name of Photo: Name of Logo: Name of Photo: ☐ Garamond □ Futura ☐ Goudy Old Style ☐ Eurostile ☐ To Be Scanned ☐ To Be Scanned ☐ To Be Scanned ☐ To Be Scanned ☐ COPPERPLATE ☐ Impact ☐ Emailed to Office ☐ Emailed to Office ☐ Emailed to Office ☐ Emailed to Office Brush Script □ Optima ☐ On Disc or CD ☐ Frutiger ☐ Bembo ☐ On File ☐ Use Designer Judgement ☐ On File ☐ On File ☐ On File Name of Logo: ☐ Screened ☐ Screened ☐ Screened 4. Colors of: (CMYK if known) □ Square ☐ To Be Scanned Square ☐ Square Business Name _____ ☐ Emailed to Office ☐ Solid ☐ Solid ☐ Solid ☐ On Disc or CD ☐ Circle ☐ Circle ☐ Circle Phone Number _____ ☐ On File ☐Bleed □Bleed ☐Bleed Name & Title □ Oval □ Oval □ Oval Name of Logo: Address, Phone, Email _____ ☐ Feathered Edge ☐ Feathered Edge ☐ Feathered Edge ☐ To Be Scanned Tag Line, Misc Info _____ ☐ Clipping Path ☐ Clipping Path ☐ Clipping Path

Web Site

Background

Dealer Company:

☐ Emailed to Office

☐ On Disc or CD

☐ On File

8.5x11 Brochure/ Flyer Design Form Client Company: Use this rectangle to layout the business card To save time proofing fill out with the customer present. 1. Standard Layout or BCE panel e Sample Card panel d 2. One or Two Sides? **Design Form BACK or INSIDE** NOTES: The better the artwork you provide to the designer the better the card will be! 5. Photos: Number of Photos? _____ photos.com stock# 3. Fonts: (Check one) Number of Logos? ☐ Helvetica/Arial ☐ Times New Roman Name of Photo: Name of Photo: Name of Photo: Name of Logo: ☐ Garamond □ Futura ☐ Goudy Old Style ☐ Eurostile ☐ To Be Scanned ☐ To Be Scanned ☐ To Be Scanned ☐ To Be Scanned ☐ COPPERPLATE ☐ Impact ☐ Emailed to Office ☐ Emailed to Office ☐ Emailed to Office ☐ Emailed to Office Brush Script □ Optima ☐ On Disc or CD ☐ Frutiger ☐ Bembo ☐ On File ☐ Use Designer Judgement ☐ On File ☐ On File ☐ On File Name of Logo: Screened ☐ Screened ☐ Screened 4. Colors of: (CMYK if known) □ Square ☐ To Be Scanned Square Square Business Name _____ ☐ Emailed to Office ☐ Solid ☐ Solid ☐ Solid ☐ On Disc or CD ☐ Circle ☐ Circle ☐ Circle Phone Number _____ ☐ On File □Bleed □Bleed ☐Bleed Name & Title □ Oval □ Oval □ Oval Name of Logo: Address, Phone, Email _____ ☐ Feathered Edge ☐ Feathered Edge ☐ Feathered Edge ☐ To Be Scanned Tag Line, Misc Info _____ ☐ Clipping Path ☐ Clipping Path ☐ Clipping Path ☐ Emailed to Office Web Site ☐ On Disc or CD **Dealer Company:** Background ☐ On File