Document Distribution

When sending files via fax, mail or by email each document must be identifiable. Power Graphics identifies your work by "DEALER COMPANY NAME" & "YOUR CLIENTS COMPANY NAME". This must be on every document.

Business Card Design Form

Client Company: _____

To save time proofing fill out with the customer present.   Use this rectangle to layout the business card

1. Standard Layout or BCE
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. Colors

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

4. Photos: Number of Photos? _____ **photos.com stock#** _____

Dealer Company: _____

Number of Logos? _____

Name of Photo:	Name of Photo:	Name of Photo:	Name of Logo:
☐ To Be Scanned ☐ Emailed to Office ☐ On Disc or CD ☐ On File	☐ To Be Scanned ☐ Emailed to Office ☐ On Disc or CD ☐ On File	☐ To Be Scanned ☐ Emailed to Office ☐ On Disc or CD ☐ On File	☐ To Be Scanned ☐ Emailed to Office ☐ On Disc or CD ☐ On File
☐ Screened ☐ Square ☐ Solid ☐ Circle ☐ Bleed ☐ Oval ☐ Feathered Edge ☐ Clipping Path	☐ Screened ☐ Square ☐ Solid ☐ Circle ☐ Bleed ☐ Oval ☐ Feathered Edge ☐ Clipping Path	☐ Screened ☐ Square ☐ Solid ☐ Circle ☐ Bleed ☐ Oval ☐ Feathered Edge ☐ Clipping Path	Name of Logo: ☐ To Be Scanned ☐ Emailed to Office ☐ On Disc or CD ☐ On File

Name of Logo:
☐ To Be Scanned ☐ Emailed to Office ☐ On Disc or CD ☐ On File

CLIENTS NAME MUST BE HERE SOMEWHERE

DEALER COMPANY NAME

EMAIL SOFTAWARE

Subject: Very Cool Business Cards - Joe's Muffler Shop

Dear Nick

Message to Follow.

DEALER COMPANY NAME - Client Name