

To have your project quoted, fill-out on computer then attach in email to info@wantzdesign.com or print, fill-out, and fax back to: 623-882-9317.

Today's Date:

SPECS TO QUOTE WORK ORDER

Your Company Name: _____

Job Name: _____

Description:	Logo / Branding / Corp ID Pkg	Presentation	eMail Blasts
	Flyer / Brochure / Post Card	Illustration (hand or digital)	Copywriting
	Catalog / Book Design	Packaging Design	Photoshop® Editing
	Print Advertisement	Label/Sticker/Tag	Photography / Video
	Signage / Tradshow Graphics	Website Design	Printing
	Event Invitations & Programs	Social Media / Banner Ads	Other:

Audience: _____

Purpose: Primary objective of this piece/ad is: _____

Dimension/Size:

(Approximates are OK for all jobs, EXCEPT print ads!)

Color: B&W Full-Color Limited Color/PMS #: _____

Copy/Text: Proofed and approved copy is attached in a Word.doc today.

Proofed and approved copy will be e-mailed in a Word.doc by this date: _____

Please write copy based on information provided below:

Final copy provided below:

Must include:
 Phone number,
 website, address,
 etc.?

Suggestions:
 Headline,
 sub-headline, body
 copy/message, call
 to action, etc.?

Photos & Graphics: _____

Special/Other Instructions: _____

Quantities: N/A - Furnish final PDF for us to output in-house 100-500 1,000-3,000 5,000-10,000 Other: _____

Estimated Print Budget: \$ _____ N/A - we are outputting in-house or emailing
 Please have the above job quoted with printer PRIOR to layout and design.

Due Date: **Final Printed Material**
 Final File or Launch

Specs Submitted By: _____
Phone: _____

This area to be completed by Denise Wantz.

Date received in-house:

Estimated Turnaround Time/Date:

SUBMIT

In order to ensure a faster quote / proof turnaround time, please fill this out with as much information as possible.