CREATIV DESIGN FORM

New Project

We will use the information on this form to create the project assigned to us. We cannot start a job until the form is filled out completely and submitted to Creativ. Please Note: Requests for changes on artwork produced in Creativ should be sent to Creativ, not the vendor.

Distributor Name:

Distributor Number:

Distributor Phone:

Distributor Email:

Customer Name:

Creativ CMS Order #:

Creativ Product Code(s):

Vendor Name: Please choose one

Vendor CMS Order #:

☐ ARTPROMO

Project Size: ☐ Horizontal ☐ Vertical

Flat Size: Width: Height:

Folded Size: Width: Height:

Project Inks:

☐ CMYK ☐ PMS:

Project Level: ☐ Basic Design ☐ Premium Design

Basic: design based on provided layout; Premium: design from scratch

Stock Photos: ☐ Yes ☐ No

Logo Redraw: ☐ Yes ☐ No

Rush Charge: ☐ Yes ☐ No

Project Type:

(Brochure): ☐ Trifold ☐ Bifold ☐ Quadfold **(Business Card):** ☐ 1-Sided ☐ 2-Sided **(Stationery):** ☐ Letterhead ☐ Envelope

☐ Postcard ☐ Sell Sheet ☐ Rack Card ☐ Doorhanger ☐ Greeting Card ☐ Presentation Folder ☐ Full-Color Labels

☐ Poster ☐ Table Tent ☐ Book # Pages: ☐ Other:

☐ **Please check if this is a request for revisions to a project previously worked on by Creativ**

Creativ CMS order number from last job:

Instructions:

Business Card Imprint Information:

Name:

Title:

Street Address:

Suite / Apt.:

City, State, Zip:

Phone:

Fax:

Email Address:

Website:

Other:

SUBMIT

Safeguard

©2016 Safeguard Business Systems, Inc. Safeguard and the centurion head design are registered trademarks of Safeguard Business Systems, Inc. All other logos are the intellectual property of their respective owners.