

DESIGN SUBMISSION FORM A



1.800.722.0403

12425 W. Bell Rd., Suite 137
Surprise, AZ 85378

ABD INTERNAL USE

CLIENT # _____

JOB # _____

REP _____

PAGE _____ of _____

CLIENT INFORMATION

NEW CLIENT EXISTING CLIENT # _____
(Existing Clients please provide Name, Company, Phone, & Email)

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Decision Makers: (Please provide the name, email, and phone numbers for all parties that will be involved in the approval process - in the order with which the decisions need to be made - if applicable.)

1) Name: _____

Phone: _____ Email: _____

2) Name: _____

Phone: _____ Email: _____

3) Name: _____

Phone: _____ Email: _____

PROJECT DETAILS - Check all that apply

LOGO DESIGN

Update Existing Logo

Create New Logo

BUSINESS CARD DESIGN

Reproduction of existing card

New Design

Single Side Design

Front & Back Design

of Individually Named Cards _____

FLYER/AD DESIGN

8.5 x 11 (Single Sided)

8.5 x 11 (Double sided)

Custom Size: _____

LETTERHEAD DESIGN

Title Page Only

Title Page & Secondary Page

ENVELOPE DESIGN

Standard Size #10

Other _____

BROCHURE DESIGN

Standard Tri-Fold

Other: (Please Provide Details)

POSTCARD DESIGN

Single Sided

Double sided

Include Address Area

Standard 4x6

Custom Size: _____

OTHER/NOTES (Please Provide Details)

PLEASE COMPLETE ANY ADDITIONAL DESIGN CHECKLISTS BASED ON YOUR DESIGN NEEDS

