trees
FOUNDATION

design project request form

affiliate/ad hoc group: _____ contact name : _____

project: _____ assigned to: _____ today's date: _____

_____ estimated time: _____ due by: _____

phone: _____ actual time: _____ completed: _____

notes: _____

■ final product

❑ **item**

- ❑ newsletter
- ❑ brochure: 1/4-fold 1/3-fold 1/2-fold
- ❑ pamphlet/booklet
- ❑ flyer
- ❑ other _____

❑ **create/design**

- ❑ redesign
- ❑ update
- ❑ create from scratch

❑ **QTY** _____

■ guts/basic

❑ **ink color(s)**

- ❑ b/w
- ❑ colors _____

❑ **page count:** _____

❑ **page size:** _____

■ cover

❑ **ink color(s)**

- ❑ b/w
- ❑ colors _____

■ text and graphics

all text must be completed and edited by client.

client is responsible for providing graphics, photos, captions, and credits.

❑ **trees assistance**

- ❑ scanning
- ❑ research

■ output

❑ **laserprinter hard output**

❑ **to negs**

service bureau: _____
address: _____
phone number: _____
email: _____
bill to: _____

❑ **to printer**

printer name: _____
address: _____
phone number: _____
email: _____
other: _____
printer requirements: _____
bill to: _____

❑ **e-mail**

to: _____

❑ **fax**

fax number: _____

❑ **to disk**

file size: _____
disk supplied by: _____
❑ mail disk to: _____

■ notes

drawings/graphic layout info.

time

date	start	end	hours

date	start	end	hours