WoVG-PMAS – **Brief Form**

**Date**

**/**

**/**

**Time**

**FG Contact: Phone:**

**Email:**

* **Previous Quote #**
* **Previous Job #**
* **Sample provided**

**Agency / Department Contact**

**Phone Email Project Title**

**Project Description**

* **PRINTING** ■ **SIGNAGE** ■ **OUTDOOR** ■ **PROMO** ■ **ePUBLISHING** ■ **MAIL** ■ **OTHER**

**Requirements**

Total Quantity(s) Required delivery date / /

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Art supplied** Email FTP | Other | **Art supply date** | **/** | **/** |  | **Proofing** | PDF | Hard copy |
| **PRINTING** |  |  |  |  |  |  |  |  |
| **Product type** Flyer | Brochure | Poster | Book |  | Other |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Paper(s)** | Cover | gsm | No. pages | Size (flat) | mm x | mm | Size (folded) | mm x | mm |
| Text | gsm | No. pages | Size (flat) | mm x | mm | Size (folded) | mm x | mm |

Other

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cover** | 1 Side | 2 Sides | Full Colour | PMS | Varnish | Laminate | Gloss | Matt |
| **Text** | 1 Side | 2 Sides | Full Colour | PMS | Varnish | Laminate | Gloss | Matt |
| **Other** | 1 Side | 2 Sides | Full Colour | PMS | Varnish | Laminate | Gloss | Matt |
| **Binding method** | Perfect | Wiro | PUR | Plastic | Spiral | Saddle stich | Corner stapled |  |
| **Drilling / Punching** | Diecut | Score | Perforation | Padding | Emboss | Other |  |  |
| **Additional information** |  |  |  |  |  |  |  |  |
| Please indicate if a sec | urity credentialed supplier is required |

Delivery details

Name Address

Contact Phone

Special instructions

Invoicing

Agency / Department Charge code / Cost centre

Email Phone

Q040 05/2017