|  |  |
| --- | --- |
| **Print specifications** | **Fill in with your requirements below** |
| **Date** |  |
| **Contact name and email address** |  |
| **Name of print project**  Provide a brief description of the product required (eg banner, brochure etc) |  |
| **Trim size**  (the size of your finished print project,  eg A4, A5, 105mm x 148 mm) |  |
| **Orientation**  (portrait/upright or landscape) |  |
| **Number of pages**  (including front and back cover) |  |
| **Any special information**  (such as a flap on the front or back cover) |  |
| **Printing**  eg CMYK/full colour, additional spot colour such as gold? |  |
| **Paper**  eg coated or uncoated,  weight of cover and text pages |  |
| **Any special folding**  eg z fold, concertina fold, gatefold |  |
| **Binding**  eg wire stapled or glued with a spine (known as perfect or PUR binding) |  |
| **Quantity** required |  |
| **Packing** – boxed or pallets?  Any special requests eg how many books per box, labels.  For guidance, boxes should weigh less than 7kg for easy handling |  |
| **Proofing**  It is now usual to have PDF proofs emailed for checking – please specify if you prefer a hard copy (but note that this will mean additional time and cost) |  |
| **Artwork**  The industry standard is print ready high resolution pdfs (with 3mm bleed) |  |
| **Date artwork will be handed over to printer** |  |
| **Delivery date required** |  |
| **Delivery location**  (if multiple deliveries are required, indicate city destination and rough quantities for each delivery) |  |