*Use "save form" button at bottom of page to save as pdf.

PROJECT REQUEST

DATE:

PROJECT

NEW JOB ☐

Community

REPRINT ☐

Project Deadline (minimum 2 weeks):

CONTACT:

☐ BUSINESS CARDS PRINT QUANTITY

Name

Title

Email

Other:

COLLATERAL PRINT QUANTITY

☐ Small Brochure Letterfold ☐ Flyer

☐ Folded Brochure Gatefold ☐ Inserts

☐ Letterhead ☐ Presentation Folder

☐ Envelopes (specify type)

How do you intend to use the flyers? (mailing, leave behind-location, pass out etc.)

Target Audience

☐ Seniors ☐ Adult Children of Seniors (or both) ☐ Professionals

☐ Other: _____

MARKETING

☐ Direct Mail Size: _____ x _____ PRINT QUANTITY

☐ Mail List Target Age: Target Income:

Target Zip Code (s):

☐ First Class ☐ Standard

ADVERTISING

☐ Newspaper ☐ Magazine ☐ Press Release ☐ Other

Publisher/Station/Other:

Do you have a contract established? ☐ Y ☐ N Ads paid for ☐ Y ☐ N

Ad Size:_____ x _____ ☐ B&W ☐ 4 Color ☐ Spot Color (PMS:_____)

Requested Run Dates:

Artwork Due to Publisher:____ / _____ /

Media Contact:

DETAILS

Event Date:

Event Title:

Time of Event:

RSVP to:

RSVP by:

Incentives (Food, Drinks, Music, etc.)

Promotion:

Call to Action:

Project / Content Description:
(Please explain in detail information to include in your collateral. ie. dates, contact info, photos, verbiage, etc. If you have a sample, please fax or email it.)

Save Form Clear Form

To send document please fill out form, save PDF, and email to: bobbi@orionprinting.com

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