

PRODUCTION BRIEFING FORM



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You want to save time and money, and make sure your job comes out just right, fill in a form. Not just any form. This form. We call it a "Production Briefing Checklist." (You'll call it a Godsend).

PROJECT TYPE	NOTES	
Finished Size		
Cover		
Print Front		
Print Back		
Stock		
Internals		
Print		
Stock		
Binding		
Specials		
Embellishments		Foil / Emboss / Deboss / Matt or Gloss Celloglaze / UV Varnish / Spot or All Over. OTHER _____
Test Inline Proofs		
Qty 1		
Qty 2		
Kinds		
Overs		
Budget		