

BRIEF SHEET
COMPANY » DOWNLOAD AREA**Date »****Project title »**

Client »

Contact »

Tel »

Email »

Address »

Other details »

Format »**Deadline »****Aims, objectives, target audience and necessary inclusions »**Copy supplied » Pics supplied » Graphics supplied » Existing material available for reference » Corporate ID guidelines to be followed » **Print requirement - size and format »**

Colours »

Pages »

Quantity »

Stock »

Finishes »

Delivery address »

Design budget »

Print budget »

Total budget »