

STEP 3. TEXT / GRAPHICS

TEXT

Text will be supplied as:

- Word document
- Hardcopy (Graystone Studio will need to re-type)

LOGO

- Graystone Studio has my logo artwork on file
- I will supply my logo as:
 - Original artwork (Illustrator or EPS)
 - TIFF / JPEG
 - Hardcopy
(Graystone Studio will need to scan or recreate)

Does Graystone Studio need to create any tables, maps or graphs?

- No (please go to Step 4)
- Yes, How many? _____
I will supply electronically as:
 - Original artwork (Illustrator or EPS)
 - TIFF / JPEG
 - Word File
 - Excel Spreadsheet

Are there any images in your publication?

- No (please go to Step 4)
- Yes
 - I will supply all images electronically as high resolution (300dpi) TIFF / JPEG / EPS
 - I will supply hard copies to be scanned
How many? _____
 - Graystone Studio to search for new images
How many? _____
 - Open to suggestion

Notes

STEP 4. FILE RESTRICTIONS

Do you have a maximum file size restriction we should beware of?
(Please check with your IT area if you are not sure).

STEP 5. BUDGET

Even if you can only supply a ball-park figure, a budget expectation will give us a good idea of the type of solution we will be able to provide.

My budget is \$

STEP 6. DEADLINES and DELIVERY

Very important information. If you have an fixed delivery date, or particular interim deadlines, we need to know about them.

Interim deadlines

Delivery date

Please provide the email address the final files need to be sent to.

Are there file size restrictions on this email address?

- No
- Yes (please specify file size allowed per email).
