

Business Card Design Form

Client Company: _____

1. Standard Layout or BCE
Sample Card _____

To save time proofing fill out with the customer present.

Use this rectangle to layout the business card

2. One or Two Sides? _____
Design Form

Front Back

NOTES:

The better the artwork you provide to the designer the better the card will be!

3. Fonts: (Check one)

- Helvetica/Arial
- Futura
- Eurostile
- COPPERPLATE
- Brush Script*
- Frutiger
- Times New Roman
- Garamond
- Goudy Old Style
- Impact**
- Optima
- Bembo
- Use Designer Judgement

4. Colors of: (CMYK if known)

Business Name _____
Phone Number _____
Name & Title _____
Address _____
Email _____
Tag Line, Misc Info _____
Web Site _____
Background _____

5. Photos: Number of Photos? _____ photos.com stock#

Name of Photo: _____

- Uploaded to Portal
- To Be Scanned
- On Disc or CD
- On File

- Screened
- Square
- Solid
- Circle
- Bleed
- Oval

- Feathered Edge
- Clipping Path

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Number of Logos? _____

Name of Logo: _____

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Dealer Company: _____