

Letterhead Layout Form

Client Name _____

Dealer Name _____

Design Form

Place numbers on design form to indicate position of information fields below:

① **Business Name**

② **Tagline**

③ **Address**

④ **Phone Number(s)**

⑤ **Website**

⑥ **Services/Products**

⑦ _____

⑧ _____

⑨ _____

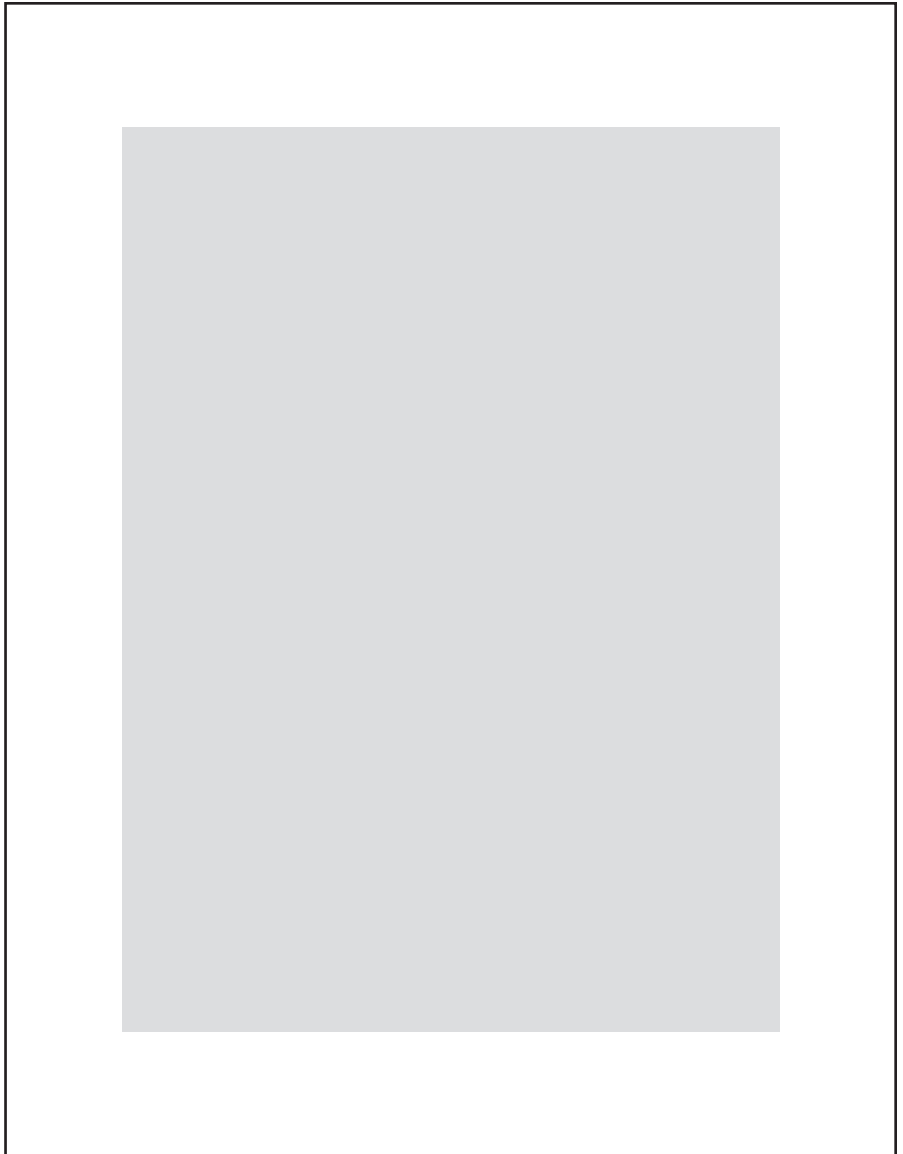
Artwork

⑩ **Filename:** _____
Logo Solid Screened

⑪ **Filename:** _____
Logo Solid Screened

⑫ **Filename:** _____
Logo Solid Screened

⑬ **Filename:** _____
Logo Solid Screened



Feel free to draw on the form any lines, rules, or shapes that will accent the design, or indicate their placement in the additional information below.

Gray area indicates clear "Letter" area. All graphics in this area should be screened.

Text Color(s):

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Brown | <input type="checkbox"/> Reflex Blue |
| <input type="checkbox"/> Green | <input type="checkbox"/> Teal |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Red |
| <input type="checkbox"/> Black | <input type="checkbox"/> PANTONE: _____ |

Font Set:

- | | | | |
|-------------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Trajan Pro | <input type="checkbox"/> Futura | <input type="checkbox"/> Shelly Volante | <input type="checkbox"/> Custom: _____ |
| <input type="checkbox"/> Goudy | <input type="checkbox"/> Helvetica | <input type="checkbox"/> University | <input type="checkbox"/> Custom: _____ |
| <input type="checkbox"/> Clarendon | <input type="checkbox"/> Vag Rounded | <input type="checkbox"/> Florens | <input type="checkbox"/> Designer Judgement |

Additional Design Instructions: _____

This form is for layout purposes only, please do not include specific information, names, numbers, etc., only their positions on the form by the corresponding number on the left.

PLEASE DO NOT TURN IN YOUR ORDER UNLESS ALL REQUIRED ARTWORK IS INCLUDED