



MOTORGRAPHICS CLIENT SPECIFICATION/ORDER FORM

MG JOB #

Office use only

Date: _____

Customer / Brand _____ Contact Person _____

Customer P.O. / Job No: _____

Supplied Brief Creative Design required Creative Design supplied

Date of first mock-ups _____ 1st Target date _____

2nd Target date _____

FTP files Sent date _____ PDF files for approval _____

High resolution files supplied Fonts supplied Copy writing supplied Copy needed

Existing files to be used Description _____ With changes Reprint

JOB DESCRIPTION:

Brochure: Final size _____ Folded size _____ color ___/___ 1 side 2 sides

Flyer: Final size _____ Folded size _____ color ___/___ 1 side 2 sides

Voucher: Final size _____ Folded size _____ color ___/___ 1 side 2 sides

Letter: Standard size: 8.5" x 11" Folded size _____ color ___/___ 1 side 2 sides

Custom size: _____ Custom folded size _____ Custom die

Envelope: Standard: 4.125" x 9.5" Standard die window plain 1 side 2 sides

Envelope: Standard: 6.0" x 9.0" Standard die window plain 1 side 2 sides

Custom size: _____ Custom folded size _____ Custom die

Inserting - CD Magnet other specify _____

Other customization: _____

Quantities to Order / Mail Groups / Special Offer

URL / Versions _____

(Brief description and estimated quantities each) _____

Other promotional items to come other than spec sheet: _____

Pre-Paid Postage Fees: yes no Paid by: Date: _____



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DATA INPUT INFORMATION:

- 1. Estimated total mail quantity: _____
- 2. Estimated breakdown: USA: _____ CDN: _____ INT: _____
- 3. Number of incoming data files: _____
- 4. File Types(s) (ie: Excel, DBF): _____

DATA PROCESSING INFORMATION (Please check services that apply)

* All processing includes: basic address cleansing and formatting, address verification and correction, postal presort to achieve lowest postal rates.

1. Class of Mail:

- Standard Mail (USA), Addressed Admail (CDN) - lowest postage
- First Class Mail - quickest delivery by Post Office
- Parcel
- Other _____

2. NCOA (mover update)

- No
- Yes

3. Remove Duplicates:

- No
- Yes
 - Individual level
 - Household level

4. Casing of Entire File(s):

- Uppercase
- Mixed Case
- Match Source data

5. Letter Salutation:

- No
- Yes
 - Dear John
 - Dear John Sample
 - Dear Mr. Sample
 - Dear Mr. John Sample
 - Other: _____

6. Additional Specialty Services:

- Demographic Append
- Phone Appends

7. Other Special requirements (special variable fields/codes): _____

8. Other Shipping Instructions: _____

Samples of above production items of each version and other print materials will be sent to your producer team, All printed materials will be banded and packed flat in cartons stencilled with job numbers, quantities and brand name. In addition, all mail receipts to be Faxed, E-mailed or sent upon receiving final postage statement.

MOTORGRAPHICS - Print, Design Team ph: 519-735-7779 fax: 519-735-7588