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Customer Information:

Company Name		Name		
Address	Suite	City	State	Zip
Phone	Fax		E-mail	

Details to Consider:

To help us produce exactly what you need, please answer the following questions:

1 Location: Indoors or outdoors? _____ **2 Viewing Distance:** Close or far? _____

3 Special Hardware: Brackets, stands, grommets, etc.? _____

4 Time Length: How long will the product need to last? _____

5 Material Requirements: Flame-retardant, cloth or vinyl, fabrication and finish, durability, etc.? _____

6 Specifications: Dimensions (width x height), single- or double-sided, colors, quantity? _____

7 Pre-Existing Element Inclusion: Specific design or logo, special artwork, or photo that is to be included? _____

8 Graphic Artist: Graphic artist (yours and/or ours) or ad agency involvement? _____

9 Deadline: Date project is needed? _____ **10 Installation:** Assistance needed? _____

11 Dismantling: Assistance needed? _____ **12 Budget:** If known? _____

Additional Comments: _____

Customer Sketch:

Use the area to the right to sketch your retail p.o.p. graphic, display, sign, banner, exhibit, or other project and fax or mail this form to us today!

We'll design a few options and send them to you for review, along with a quote for your approval.

