

Please complete all sections identified by a blue box:

Job Name:		Job Number:	
Department/Group:		Date Brief Issued:	
Client Name:		Print Deadline:	
Budget:	Click here to enter text.	Client Services Contact:	Click here to enter text.
Key Stakeholders: <i>Who are the decision makers?</i>			
Key Dates: <i>Are there any holidays we should be aware of, that could impact sign off / key meetings creative might be needed for?</i>			
Artwork Deadline: <i>(If CM aren't printing)</i>			

Item to be amended: <i>(If applicable)</i>		Previous Job Number: <i>(If applicable)</i>	
New Items Needed: <i>Example: pull up banner, poster, single sided flyer etc.</i>			

Background: (Overview)	
Focus: What's the most important thing to say or show?	
<i>Example: The University of Birmingham is delighted to announce the completion of its new athletics track, which has been built as an international standard training track, and comprises a 400 metre, eight-lane floodlit track with a full range of throws and jumps.</i>	
Content and Imagery*:	
Target audience: (Who are we talking to?)	
<i>Example: We are looking primarily to engage with students returning to the university after the summer break etc.</i>	
Production Required: <i>(please fill out form below if yes)</i>	Y
Delivery Address:	
Delivery Deadline:	Preferred Delivery Time:
<p><i>*Please note all imagery should be supplied high res and separately i.e. not imbedded in word documents. Suitable image formats are jpeg, eps or tiff file. All imagery should be supplied high res at 300dpi actual size i.e. we cannot receive a stamp sized image at 300dpi and resize it to A4, the image must be supplied at the size it is to be used (within reason)</i></p>	

Please complete all sections identified by a blue box:

All copy should be supplied in a word document

If you have any questions please feel free to contact your Client Relations Advisor

Production requirements:			
Paper based items only:			
Item:			
Size:		No. of Pages:	Colour:
Quantity		Digital or Litho:	Stock Weight:
Stock:			
Special Finishes (foil / spot UV etc.):			
Other:			
Shuttleworth Ref:	Office Use Only		
Paper based items only:			
Item:		Previous Job Number:	
Size:		No. of Pages:	Colour:
Quantity		Digital or Litho:	Stock Weight:
Stock:			
Special Finishes (foil / spot UV etc.):			
Other:			
Wide format items only:			
Item:		Previous Job Number:	
Size:		Single or Double Sided:	
Material:		Quantity:	
Colour:		Installation Required?	Y/N
Installation Location / Address:			
Other:		Shuttleworth Ref:	Office Use Only
Wide format items only:			
Item:		Previous Job Number:	
Size:		Single or Double Sided:	
Material:		Quantity:	
Colour:		Installation Required?	Y/N
Installation Location / Address:			
Other:		Shuttleworth Ref:	Office Use Only