

● Strategic Print

PRINT · BROKERED RIGHT

Print Brief Checklist

Fill in what you know. We'll quote inside 48 hours.

1 · THE BASICS

- Project type (business cards, flyers, booklet, menu, postcard, letterhead, poster, other)
- Quantity needed
- Deadline / in-hands date
- Delivery address (or collection)

2 · FORMAT & SIZE

- Finished size (A6 / A5 / A4 / DL / custom — mm)
- Single or double-sided
- Page count (for booklets / brochures)
- Folding (none / half / tri-fold / gate-fold)

3 · STOCK & FINISH

- Paper weight (e.g. 130 / 170 / 250 / 350 / 400 gsm)
- Finish (silk / matt / gloss / uncoated / soft-touch / waterproof)
- Special: foil, letterpress, emboss, painted edges, rounded corners, lamination

4 · ARTWORK

- Print-ready PDF? (CMYK, 3mm bleed, crop marks) — or need design help
- Brand assets / reference links
- Pantone or specific brand colours to match

5 · EXTRAS

- Mailing / address printing (postcards & invites)
- Budget guideline (helps us spec the right stock)
- Anything else we should know