

Project Worksheet

Date contacted _____

Job # assigned _____

Company _____ Contact/Position _____

Phone _____ Fax _____ Email _____

Referred by _____

JOB TYPE

Book Editorial Advertising Corporate Card/Novelty Other _____

Roughs due _____

Finishes due _____

ARTWORK

Page size _____

of pages _____

of spreads _____

of spots _____

Separate cover art? Yes No

Medium _____

Research/ref. photos needed? Yes No

Reference supplied by Client? Yes No

Hardcover Softcover Quantity of first run _____

Prelims ship via Fax Email Ship Other _____

Color Comp needed? Yes No

Comp needed by _____

Signature in art? Yes No

Credit line confirmed? Yes No

Art notes: _____

FEES

Advance/Royalties Advance \$ _____ Royalties _____% Licensing contract

First Reproduction Rights First N. Amer. Serial One-Time Rights All Rights

Other _____

Flat fee \$ _____ Separate cover \$ _____ On acceptance On publication

SALES TAX? Yes No Tax Rate _____% SHIPPING PREF Charge for shipping on invoice Use Client's shipper

Client's shipper and acct # _____

Originals returned to artist? Yes No Fee for originals \$ _____

NOTES:
