

Design Layout Specifications

Company: _____ Title: _____ **1**
 Client Name(s): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-Mail: _____ Date: _____

Choose Fonts:
 We have over 3000 fonts and will match yours to give it the perfect look. Fonts must be Adobe Postscript.
 Name of Font: _____

Send Pictures:
 We can use about any file format: jpegs, tiffs, gifs, eps files. We prefer resolutions of 300 dpi or higher, if 72 dpi, picture must be 6" square or larger. Artwork will be transferred to CMYK mode.
 Picture attached
 Picture e-mailed:
sales@teaworks.com

Select Teas:
 Order from a full line of 16 different varieties. Please refer to the Enveloped Tea heading on the Product Order Form #2 with all descriptions.
 Select teas from:
Product Order Form #2

Send Logos:
 If you have particular logo, send it to us and we will incorporate it into your design.
 Logo attached
 Logo e-mailed:
sales@teaworks.com

Choose Colors:
 We can color-key background colors to varieties of tea or use one color for all your teas. We can even use your particular Pantone Colors.
 Use Color: #1: _____
 Color #2: _____



Write Verbiage:
 We recommend no more than 55 words and preferably less if a logo is used on the back as well. Also, include your web site address and contact number so that customers can re-order teas.
Back Panel Verbiage:

Web Site: _____ **Contact #:** _____