



Cricket Press
 PO Box 21952
 Lexington, KY
 40522-1952

email: cricketpress@gmail.com

JOB DESCRIPTION SHEET

Client Name:			Project Title:
Contact Person:			
Phone:	Fax:		
Address:			
City:	State:	Zip:	
Email:			Today's Date:
Web Site:			Estimated Due Date:

PROJECT DETAILS AND SERVICES NEEDED:

TYPE OF PRINT PRODUCT:

OF REVISIONS INCLUDED IN ESTIMATE:

*Client will be charged for every revision made exceeding # listed above.

DIGITAL PROOFING AND ART APPROVAL NOTES:

OF ADDITIONAL REVISIONS NOT INCLUDED IN ABOVE:

Art Approval, by Client, may be granted to Cricket Press via email. These emails may be printed and included in Client's Job folder. Client approval is required before Job goes to printing phase. Any changes after Art Approval, upon Client request, are billable and cost responsibility of Client.

DATE OF CLIENT APPROVAL:

PACKAGING AND MAILING INSTRUCTIONS: (INCLUDE SHIPPING ADDRESS)

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS AGREEMENT AS IT IS APPLIES TO THIS PROJECT DESCRIBED IN THIS DOCUMENT (TERMS ATTACHED)

CLIENT NAME: _____ APPROVAL SIGNATURE: _____ DATE: _____ DESIGNER APPROVAL: _____