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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | --- | | Picture, Picture, Picture | |  |  | **New Project Form** | | | | |  |
| Thank you for choosing Macan. | | | | | | | | | |
| Please complete the following form with details of your project and return it to your customer services representative. | | | | | | | | | |
| **Contact Details** | | | |  | **Delivery Details** | | | | |
|  | Legal Entity Name |  |  |  | Is deadline fixed (eg. event)? | | Yes / No |  |
|  | Main contact |  |  |  | Preferred deadline | | DD/MM/YYYY |  |
|  | Additional contacts to be included in cc of the project |  |  |  | Urgent (extra fees will apply) | | Yes / No |  |
| **Project Details** | | | | **Project Details** | | | | |
|  | Product type | Examples: softcover book, hardcover book, spiral-bound notebook, calendar (wall/desk), flyer, brochure, folder, packaging, etc. |  |  | Product type |  | (if ordering more than 1 type, fill and copy as many product types you have) |  |
|  | Quantity | 100/200/500/1000/2000/etc |  |  | Quantity |  |  |  |
|  | Format | - Final size (closed size, in mm or cm)   * Example: A5 (148x210 mm), A4, custom size   - Open size if it's a folded product (e.g., maps) |  |  | Format |  |  |  |
|  | Number of pages (if applicable) | - Total pages (including cover) Make sure that the number has to be divideable by 4. |  |  | Number of pages (if applicable) |  |  |  |
|  | Paper Type | specify name, color & gsm |  |  | Paper Type |  |  |  |
|  | Print | color, CMYK |  |  | Print |  |  |  |
|  | Binding type (if applicable) | Saddle-stitched (stapled) Perfect bound (glued) Hardcover with sewn/glued spine Spiral or wire-o binding None (for flyers, etc.) Perforation, creasing, numbering, etc. |  |  | Binding type (if applicable) |  |  |  |
|  | Finishing | * **Lamination** (matte/gloss/anti scratch/soft touch) * **UV varnish** (specify surface area in % and desired height of the varnish) * **2D digital foil stamping** – specify amount of foil colors, and color (foil code if applicable), paper type (max. gsm350 gr), max. format 330 x 650 mm * **3D digital foil stamping -** specify amount of foil colors, and color (foil code if applicable), paper type (max. Gsm 350 gr), max. format 360 x 1000 mm * **2D foil stamping** – with dies (specify size of the area to be foiled) and color (foil code if applicable), type of material * **3D embossing / hot foil** – with special dies (send the example of the design) and color (foil code if applicable), type of material * **Die-cutting** or custom shapes * **Edge printing** (1, 2, or 3 sides; for books you need to specify full specification (type of bounding, book thickness, book dimensions, type of paper) so we can calculate the weight of the book) |  |  | Finishing |  |  |  |
| **Design files** | | | | **Prototyping** | | | | |
|  | Do you already have a design (in vectors)? | Yes / No |  |  | Do you need us to prototype or develop the conceptual design? | | Yes / No |  |
|  | If not, do you need us to provide graphic design services? | Yes (Specify which type of serice you need – formatting, pre-press, page breaks, design, etc.) / No |  |  | Do you need a testing print for final approval before the full run? | | Yes / No |  |
| **Shipping details** | | | | **Additional details** | | | | |
|  | Where should the final product be delivered? | Address (or city/country if still in early planning) |  |  | Is this a repeat project (exact same specifications with no change)? |  | Yes / No (if yes, specify order number) |  |
|  | Single location or multiple? | Single / Multiple |  |  | Is this something similar to one of previous projects (you or we did in the past)? |  | Yes / No (if yes, send samples and reference pictures if possible) |  |
|  | **Additional Information /Instructions/References** | |  |  |  |  |  |  |  |
|  | (...) | | | | | | | |  |
|  | **Attach a visual reference / design preview if available via email. For certain products we need design files to calculate complexity and final price of the inquiry.** | | | | | | | |  |
|  | | | | | | | | | |