

ART ASSOCIATES

I • N • C • O • R • P • O • R • A • T • E • D

ILLUSTRATION ORDER FORM



Firm name _____
 Address _____
 Project _____
 Submitted by _____ Date _____ Phone _____ FAX _____

IN ADDITION TO YOUR DRAWINGS THE FOLLOWING INFORMATION IS REQUIRED FOR A FIRM QUOTE

Services Requested Illustration(s) Model(s) See letter enclosed
 Other _____

Due Date Normal schedule Rush schedule
 Date required _____

ILLUSTRATION SPECIFICS

Viewpoint	Number	Size	Style #1-#7
<input type="checkbox"/> Eye level	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
<input type="checkbox"/> Aerial	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
<input type="checkbox"/> Interior	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
<input type="checkbox"/> Site plan	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
<input type="checkbox"/> Floor plan	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
<input type="checkbox"/> Elevation	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
<input type="checkbox"/> Section	_____	_____	<input type="checkbox"/> Quote several <input type="checkbox"/> Quote 4b, 5 and 6
Other (describe) _____			

Viewing Angle Sketch enclosed (15% allowable for usable perspective as is.) See arrows on drawings A/A option
 Description _____

Size Rqd. Any specific size or proportional requirements _____

Site Site, background and foreground See photos enclosed See notes on drawing A/A option
 Description _____

Landscaping See plan enclosed Plan to follow Light Medium Heavy A/A option
 Description _____

Materials and Colors Samples enclosed See photos enclosed See notes on drawings A/A option
 Description _____

Mood If other than a sunny summer day Example enclosed (photos or magazine cuts are most helpful)
 Description _____

Emphasis Most important aspect(s) of project _____

Activity Vehicles Light Medium Heavy People Light Medium Heavy Boats Bikes
 Other requirements _____

Titling Position & arrangement See drawings See letter A/A option
 Wording _____

Reproductions on mat on picture (to show only in reproductions) Letterstyle (if other than Arial) _____
 A/A order form enclosed Will order later Quote on poster cd / dvd e-mail

(including: traditional photography, digital prints, scans on cd, dvd or through email.)
 Print sizes rqd. Color (No.) B&W (No.) Gloss or Matte Slides Mount & Mat (No.) Poster & poster style prints (Size & No.)

A/A forms requested Illustration order forms Reproduction order forms Collective information forms