ILLUSTRATION ORDER FORM

**ART ASSOCIATES INCORPORATED**

**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**

- [ ] Eye level
- [ ] Aerial
- [ ] Interior
- [ ] Site plan
- [ ] Floor plan
- [ ] Elevation
- [ ] Section

**Services Requested**

- [ ] See letter enclosed
- [ ] Other (describe)

**Viewing Angle**

- [ ] Sketch enclosed (15% allowable for usable perspective as is.)
- [ ] See arrows on drawings
- [ ] A/A option

**Size Rqd.**

- [ ] Any specific size or proportional requirements

**Site**

- [ ] Site, background and foreground
- [ ] See photos enclosed
- [ ] See notes on drawing
- [ ] A/A option

**Landscaping**

- [ ] See plan enclosed
- [ ] Plan to follow
- [ ] Light
- [ ] Medium
- [ ] Heavy
- [ ] A/A option

**Materials and Colors**

- [ ] Samples enclosed
- [ ] See photos enclosed
- [ ] See notes on drawings
- [ ] A/A option

**Mood**

- [ ] If other than a sunny summer day
- [ ] Example enclosed (photos or magazine cuts are most helpful)

**Emphasis**

- [ ] Most important aspect(s) of project

**Activity**

- [ ] Vehicles
- [ ] Light
- [ ] Medium
- [ ] Heavy
- [ ] People
- [ ] Light
- [ ] Medium
- [ ] Heavy
- [ ] Boats
- [ ] Bikes

**Titling**

- [ ] Position & arrangement
- [ ] See drawings
- [ ] See letter
- [ ] A/A option

- [ ] Wording
- [ ] Letter style (if other than Arial)

**Reproductions**

- [ ] A/A order form enclosed
- [ ] Will order later
- [ ] Quote on poster
- [ ] cd/dvd
- [ ] e-mail

**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

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