JPG&Associates, Inc

Project Prep Form

Today's date:

Customer (or corporate) name:_____

Project manager contact name: _____

Phone: _____

FAX: _____

E-mail: _____

Please provide the following information as best you can and then either FAX or mail back to JPG offices (see FAX or address below):

1. Project name/description:_____

_____

_____

2. Objective/purpose: _____

_____

_____

_____

3. Audience (customers, end-users, corporate staff, sales reps, etc.):

_____

_____

4. Communication device to use (i.e., user manual, data sheet, brochure, slide, training manual, web, etc.):

_____

_____

_____

5. Final presentation format (i.e., text only, incorporate into existing template/ new template, one-sided/two-sided, one-/two-column, etc.):

_____

_____

_____

_____

_____

Project Prep Form (continued)

6. Tasks you would like JPG specialist to complete for this project (i.e., writing only, illustrating only, layout only, entire gambit of production cycle, etc.):

_____

_____

_____

_____

7. Subject matter expert(s), with names and phone numbers: _____

_____

_____

_____

_____

8. Sources of information (existing copy, photos, white papers, engineering documentation, product descriptions, marketing brochures, press releases, etc.): _____

_____

_____

9. Current state or status of project to-date (i.e., in-progress, outline/notes with research materials, some text written, some illustrations, etc.):

_____

_____

_____

10. Does the assigned publications specialist need to be on-site?

     ☒☒Yes   ☒ No

If yes, then:

     ☒☒100% of time ☒ For research and meetings only

11. Dates:

Expected start date: _____

First draft date: _____

Optimum final print-ready date: _____

12. Final deliver of product to client (i.e., files saved to PDFs and then ZIP or CD-ROM, with paper copy, etc.): _____

_____