

Servi Specification Worksheet

48 Elm Street Suite One

Stoneham, MA 02180

Tel: 617.781.835.2100 Fax: 617.7781.835.2103

www.servigraphics.com Email: lew@servigraphics.com



Assess • Execute • Improve

Contact Information _____ Date _____

Phone _____ Email _____

Project name and description: _____

Project objectives and desired results: _____

Does your company have sustainable and environmentally friendly guidelines to follow? If not, would you like us to help you consider them? _____

Budget overview & expectations: _____

Schedule & target date for delivery: _____

Quantity: _____

Page Count plus Cover: _____ Stock (if known): _____

Flat size/finish size: _____

Colors (b&w/PMS/Process): _____

Design/Art (how supplied or if needed): _____

Prepress & Preflight (if changes needed--who to contact): _____

Proofing (Method--hard copy/digital/pdf): _____

Finishing and Bindery (if needed): _____

Shipping/Distribution/Warehousing: _____

Mailing/Fulfillment: _____

Special Logistics and/or considerations: _____

Final results and follow up/ROI measurement: _____

[Send to Servigraphics](#)