# Corrugated Briefing Form

| | | | |
|---|---|---|---|
| Client | | | |
| Contact | | | |
| Campaign | | | |
| Budget (Total) | | Unit Cost: | |
| Tender | Yes | No | |

| BrandSpec Office use: | | | |
|---|---|---|---|
| New Job: | | Amendment: | |
| CSM | | | |
| BSL # | | | |

## Project Overview

(Please attach photos and additional information along with this brief form)

## Item Type

- ☐ FSDU
- ☐ CDU
- ☐ Hangsell
- ☐ Presentation Box
- ☐ Dump Bin
- ☐ Pallet Display
- ☐ Other: _____ (Please list)

## Job Brief

- ☐ Sample Product Supplied
- ☐ Planogram
- ☐ Client Brief
- ☐ Studio Artwork Required
- ☐ Channel: _____ (eg Countdown)

Restrictions Footprint: _____ W x D x H

## Details

- ☐ Customer Supplied Dieline
- ☐ Amendement Existing Die Line
- ☐ Product Supplied
- ☐ Sustainability
- ☐ Product Dimension: _____ W x D x H
- ☐ Number of Shelves: _____
- ☐ Facings Per Shelf: _____ (Face Depth Height)

## Scope Project

| | |
|---|---|
| | **Quote Required** (Print, Freight, Kitting, Distribution) |
| | **Render Required** |
| | **Plain Sample** |
| | **Design** |
| | **Printed Sample** |
| | **Assembly Instructions** |
| | **Video Assembly Instructions** |
| | **Kitting** |
| | **Distribution** |
| | **Storage** |
| | **Artwork** |

## Timeline (Walk back delivery date)

| | |
|---|---|
| **Brief** | Date |
| **Design** (2-3 Days) | Date |
| **Plain Sample** (1-2 Days) | Date |
| **Quote** (2 Days) | Date |
| **Printed Sample** (1-2 Days) | Date |
| **Print** (1-2 Weeks) | Date |
| **Distribution** (1-2 Weeks) | Date |
| **Kitting** (1-2 Weeks) | Date |
| **Delivery** (2-5 Days) | Date |
| **Campaign Start** | Date |

## Packing

| | |
|---|---|
| | **Indivually Packed** (Bag) |
| | **Indivually Packed** (Shipper) |
| | **Bulk Packed** |
| | **Bulk Packed** |
| | **Fully Assembled in a Shipper** |
| | **One Label per Shipper** |
| | **Label Specs** A5 A4 / Black & White Colour |

## Confirm known printing options

PRINT PRODUCTION

| | |
|---|---|
| **Print (Colours)** | **Print Inside (Colours)** |
| | |
| **Screen** | **Digital** |
| Yes | Yes |
| **Offset** | **Other** (eg emboss/thermochromic ink) |
| Yes | |

PRINT FINISH

| | |
|---|---|
| **Laminate** | **Spot UV** |
| Gloss Matt | Gloss Matt |

## Despatch

| | | | |
|---|---|---|---|
| **Delivery Details** | | | |
| **Delivery Address** | | | |
| **Delivery Options** | **Split Delivery** | **Distribution List** | **Bulk Supply** |
| **POD** | | | |
| **Storage** (please detail) | | | |
| **Logistics** (please detail) | | | |