



Job#: _____
Client: _____
AE: _____
Creative Team Member: _____
Creative Element: _____

Production Request

Submitted by (Name & Date): _____

Date Received from Client: _____

Internal Initial Review: _____

Client Initial Review: _____

Client Final Approval: _____

Campaign: _____

Size: _____ Spec Versions: _____ Print Quality: _____

Creative Description: _____

- Mandatories List:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

Attachments/Notes/Muses: _____
