

Instructions

Once completed, Please send this form to plotting@barkerblue.com with your digital files or print and wrap around hardcopies.

Digital versions of this form are available at www.barkerblue.com/help.

General Project Information

* Project Name:

Project # or Reference #:

* Project Submitted By:

First Name

Last Name

Company :

Phone #:

Fax:

Email:

Is this a New or existing Project?

*If this an existing project you can proceed directly to the "Project Update" section.

What kind of documents will be included?

Large Format (Plans):

Small Format (Documents):

Master to file (DFS) ? Yes No

Prints? Yes No

Project Details: (required)

Portal Owner:

Contact Person:

Contact Phone #

*Are there authorized administrators who will be allowed to change/modify this project?

Yes

No

*If yes then please provide a list of authorized users

Project Update

Issue Name:

Update Current Set:

Replace Current Set:

Save as a separate issue outside of the Current Set: Yes

No

If yes, what should the folder be called?

Special Instructions:

BarkerBlue Internal Use Only

Sales Order Number:

CSR:

Digital Assets:

Production:

Dispatch: