

Custom order brief

Get the details right before you make.

ORDER REFERENCE

CUSTOMER / MESSAGE REFERENCE

CUSTOMER NEED-BY DATE

YOUR MAKE-BY DATE

01

ITEMS / KEEP EXACT WORDING VERBATIM

ITEM / SIZE / COLOUR	EXACT WORDING / DETAIL	QTY

02

SPECIFICATION / CONFIRM BEFORE MAKING

ARTWORK / PLACEMENT / FINISH

DELIVERY OR COLLECTION / PACKAGING

AGREED PRICE / WHAT IS INCLUDED

APPROVAL / PROOF REFERENCE & DATE

Internal brief, not a contract or payment form. Check blanks against the approved order.
Keep contact details, addresses and payment details in your usual secure records.