PRINTING PROJECT CHECKLIST AND PROJECT MANAGEMENT TOOL

This tool will ensure that you don't miss a step in the coordination of your printing project!

PROJECT OVERVIEW

Project Title:

Project Deliverables and Scope:

Intended Audience:

Vehicle Types:

- ☐ BUS
- ☐ TRAILERS
- ☐ STRAIGHT TRUCKS
- ☐ SERVICE VEHICLES

How Many Vehicle Will be Wrapped: _____

CONTACTS

Project Owner:

Additional Team Members Involved:

TEAM MEMBER	ROLE

Partner | Vendor Contact Information:

Notes:

BUDGET

DESIGN	PRODUCTION	INSTALLATION	MISC
$	$	$	$

Notes:

DEADLINE | APPROVAL

Deadlines

Project Deadline: _____

Design Approval Deadline: _____

Production Deadline: _____

Installation Deadline: _____

Approval

Who Needs to Approve? _____

Notes:

INSTALLATION | COORDINATION

Graphics Removal Needed: ☐ YES ☐ NO

Installation Information

Contact Name: _____

Contact Phone: _____

Email Address: _____

Installation: ☐ ON SITE ☐ GARAGE RENTAL

Installation Site Address: _____

_____

Follow-up Tasks: _____

Notes:

DESIGN | CONTENT

Do You Have Creative Artwork for Your Project?

☐ YES ☐ NO

Will You Need Design Assistance?

☐ YES ☐ NO

If so, what are your marketing goals for this project?

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