

Print job intake template

Use this brief to get a print estimate started. Keep the requested specification separate from the production details your shop must approve.

Business / project: _____ Date: _____

Field	What to record	Your notes
Job and quantity	Product type, quantity and any versions or variable data.	
Size and pages	Finished dimensions, page count and orientation; use units.	
Stock and color	Preferred stock, weight, finish and color requirements. Let the shop propose alternatives.	
Artwork and proof	File readiness, who supplies artwork and who approves the production proof.	
Finishing	Binding, folding, trimming or other finishing to confirm.	
Timing and delivery	Required date, delivery destination and whether timing is flexible.	

Filled example

Job and quantity	A5 event booklet · 300 copies · one version
Size and pages	148 × 210 mm portrait · 16 pages including cover
Stock and color	Uncoated stock preferred; shop to recommend weight · full color
Artwork and proof	Print PDF in preparation; event coordinator approves the proof
Finishing	Saddle stitch; shop to confirm page setup and bleed
Timing and delivery	Needed 12 October 2026 · Chicago office delivery · quote requested

How to use this

1. Complete the job, quantity and required date first; use “not sure” where necessary.
2. Have the shop review artwork, stock and finishing before accepting the specification.
3. Record who approves the proof and when approval is needed to meet the deadline.
4. Agree the quote and production proof before starting the job.

Illustrative brief. This is not a production-ready specification or an automatic price quote; the print shop confirms feasibility and artwork requirements.

Editable versions and guidance: <https://1968labs.com/resources/print-job-intake-template>
Implementation questions: hello@1968labs.com