

## JVI PROJECT INFORMATION FORM

Contact Information:

▪ Contact Name	
▪ Company Name	
▪ Phone Number	
▪ Email address	
▪ Website address	

Project Description or Design Brief	
Packaging Description	
Estimated Quantities	
Preferred Delivery Date(s)	
<b>Aesthetics</b> Look & feel to be communicated through packaging	
<b>Materials &amp; Processes</b> Desired substrate or look, lining material, finishes, textures, logo application, etc	
<b>Structural Components</b> Hardware, means of opening / shutting package (hinges, catches, etc)	
<b>Graphics &amp; Copy Location</b> Logo placement	
Product &/or Package Dimensions (inside/outside) L x W x H	
Color Pallet (CKMY, Pantone #s or TBD)	
Target Audience	
Merchandising Type: Retail, Trade,	
Other information or direction	

**Please provide the following items for designer if available:**

Sample and/or image of product to be packaged

Logo/Text/Copy - Vector artwork in **EPS** or **AI** format only

Photo(s) or Example(s) of Idea(s)

Inspiration Imagery past packaging if applicable or other image(s) to guide design direction

**Include the items above as an attachment to your email. This form can either be printed and scanned to email back or printed and faxed. Email to [shunter@jvi.com](mailto:shunter@jvi.com) or fax to 434-977-4356.**

**JVI will assist with the creation of any design or artwork needed to be developed**