DESIGN SERVICES REQUEST FORM

Please complete this form and **email it to designservices@pgcruises.com**. Our lead time is 2 weeks, please allow enough time for turn around. Please be as detailed on your form as possible, as our team is able to offer only one round of changes.

REQUESTOR INFO:

NAME _____ COMPANY _____

EMAIL _____ PHONE _____ YOUR DIRECTOR OF SALES _____

FINAL FILES:

What type of final files do you need?

☐ PRINT-READY PDF ☐ HTML ☐ JPG ☐ NATIVE SOFTWARE FILES* ☐ OTHER: _____

[*If you are requesting native files, please include the software and the version in which you require files.]

SOFTWARE _____ VERSION _____

SPECS:

What marketing item do you need designed?:

☐ PRINT AD Please include the specifications from the publication, or list out specifically, to the best of your ability, on this form. (*example: width/height; bleed versus no-bleed; ink-density if specified; any other relevant information given to you by the publication*)

_____

The name of the sample ad on our website that most closely represents what I'm looking for is: _____

☐ FLYER This flyer will be:

☐ Sent to a professional print-house and can have a bleed

☐ Printed in-office/at-home and will need to have a white border

Size: ☐ A4 ☐ 8.5X11 ☐ Other: _____ *(please list width and height)*

☐ EMAIL HTML file size maximum *(if specified)*: _____

☐ WEB BANNER **Pixel Dimensions:** _____ **File Size Maximum** *(if specified)*: _____

CONTENT:

What contact information should the item include? *(example: agency name, phone number, email and web address)*

_____

What call to action should this item include? *(example: any special offers)*

_____

What other content should your item include? *(Please write EXACTLY what you want to include. Please be mindful of how much copy/text you are requesting. If it does not all fit, PGC will make edits for the first draft.)* _____

_____

_____

_____

_____

Does the item need to feature your logo? ☐ YES ☐ NO

If "yes," please include a high-resolution PNG, JPG or a vector version (EPS, .ai, PDF) of your logo in the email when you submit your design request.

DEADLINE:_____

9629B

Email this completed form to designservices@pgcruises.com. Please allow 2 weeks lead time on all requests. We offer one round of changes after the original draft.

Paul Gauguin CRUISES