

TYPESET DATA COLLECTION SHEET (DCS)

INFORMATION TO CREATE YOUR LAYOUTS. FORWARD A.S.A.P!

Date: _____

Studio Name: _____

Contact Name: _____ Job No. (if Known): _____

City, State: _____ Daytime Phone No.: _____

Email Address: _____ Fax No.: _____

Please use the copy below to typeset the following papergoods portion of our order.

- POSTERS** 11x17 cardstock Standard Poster **INVITATIONS** 4.25x5.5 paper **CALENDARS** 11x17 cardstock
 Autograph Poster w/Envelopes size A2
- POSTCARDS (MINI-POSTERS)** **FLYERS** Standard 8.5 x 11 **GREETING CARDS** 5x7
 Small 4.25 x 5.5 Large 5.5 x 8.5 Mini 5.5 x 8.5
- TICKETS** No. of Shows _____ No. of Tickets Per Show: _____
 Row & Seat Perforate Number from _____ to _____
- PROGRAM COVERS***
 Small 5.5 x 8.5 Large 8.5 x 11
Covers ship flat and scored. If your printer prefers the covers not be pre-scored, check here: Do Not Score

(Event & Studio Name will be incorporated into the artwork; use Custom Graphics Worksheet to supply exact details)

Date: _____ Time(s): _____

Date: _____ Time(s): _____

Date: _____ Time(s): _____

Date: _____ Time(s): _____

Location: _____

Ticket Prices: _____

Tickets Available At: _____

For Information Call: _____

Other: _____

*Back of Printed Program Cover: Leave Blank (default) Other (summer camp, fall registration, ad supplied camera ready, etc.)

Invitation Wording, Eg. "You are cordially invited to attend..."

CERTIFICATES We would like: **PERSONALIZED** (use names from our cast list on the Typeset T-shirt Back*)
 NON-PERSONALIZED (we'll fill in the students' names ourselves)
 Add Our Custom Art in Corner (default) Leave Blank — No Art In Corner

Certificate Design: **Coordinating Design** (Default) **3 DANCERS** **OTHER:**

Wording: "Certificate of . . ." Achievement In Dance Excellence In Performance Participation

Other: _____

Leave the "Authorized Signature" Line Blank (default) Leave the "Date" Line Blank (default)

Change "Authorized Signature" to read: _____

Scan & Print the Enclosed Signature on the "Authorized Signature" Line Print the Following Date: _____

*Personalized certificates will be printed after the names on the T-shirt Back have been proofed and approved, and will ship with your t-shirt order.

To expedite your order, please forward A.S.A.P. to: **DanceArtfx, LLC** W63 N134 Washington Avenue, Cedarburg, WI 53012

Fax **262-376-7771** Email design@danceartfx.com

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