

# DATA COLLECTION SHEET for TYPESET ITEMS

INFORMATION TO CREATE YOUR LAYOUTS. PLEASE 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

**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 p. 24a 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.)

**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 T-shirt Back has been fully proofed with all spellings approved. Otherwise, send separate list, pre-proofed to ensure all names are spelled correctly. All personalized certificate orders come with extra blank certificates, at the bottom of the box.

To expedite your order, please forward A.S.A.P. to: **DanceARTfx, LLC** W63 N134 Washington Avenue, Cedarburg, WI 53012  
Customer Service 1-800-880-8002 Design Office 1-800-825-9609 Fax 262-376-7771 Email [design@danceartfx.com](mailto:design@danceartfx.com)