CLIENT INFORMATION					
Contact Name:					
Company:					
Address:					
City/Postal Code/Country:					
E-mail:					
Phone Nur	nber				
MARKET	ANALYSIS				
Target mai	rket				
	Convenien	ce		Mass Market	
	Department			Mom & Pop	
	Drug Chain			Supermarket	
	Other:				
Where are the stores located?					
Are any of these stores located outside of the U.S.?			□ Ye	es 🗆 No	
If yes, where?					
Description of store environment:					
Is this retailer historically display friendly?			☐ Ye	es 🗌 No	
Placement in store:					
	Aisle			Gondola	
	Ceiling			In-Line	
	Checkout			Lease Line	
	Endcap			Window	
	Entrance			Other:	
Are any stores local to our office for a field visit?		☐ Ye	s 🗌 No		
If no, where is the nearest store location?					

Description of the other displays near placement of this display: (below)						
Miscellane	eous Information:					
PRODUCT ANALYSIS						
Product N						
	nts or features:					
	f different SKUs on the display:					
Describe d	lifferences in SKUs:					
Number o	f total SKUs on the display:					
Product sp	pecifications:					
Samples o	f product available?	☐ Ye	s 🗆 No			
Pending g	raphics or packaging changes?	☐ Ye	es 🗆 No			
List compe	etitors products:					
	National brand name:					
	Private label					
DISPLAY	CRITERIA					
Type of dis	splay desired:					
	Banner		Free-standing			
	Connect to existing store fixtures		Merchandiser (Number of sides:)			
	Counter		Signage			
	Glorifier		Specialty			
	Floor		Wall			
	Kiosk					
Describe details:						
Quantity needed:						
Quantity per store:						
Budget per display:						
How long will the display be in stores?						

Special product layout?						
Merchandising/Marketing goal for display:						
Will the	product ship with the display?	☐ Yes ☐ No				
List any	List any special functions (e.g. movement, illumination, special engineering):					
Client-specified materials of choice:						
	ecified materials to avoid:					
	on methods considered inappropriate:					
	message to communicate:					
Placeme	nt of graphics:					
Special p	rinting requirements (such as spot colors):					
Special c	olors requested:					
Are there any logos to use or will they be available?						
Will the	client supply final art?	☐ Yes ☐ No				
If yes, on disk?		☐ Yes ☐ No				
Are there other media tie-ins?		☐ Yes ☐ No				
Who will set up the display?						
Instruction	ons needed:					
Will a separate company be contracted for set-up?		☐ Yes ☐ No				
Size recommendations or limitations:						
DELIVERABLES						
What is t	the client expecting?					
	Conceptual rough sketches for fax.					
	Conceptual sketched mounted for client meeting.					
	Renderings mounted for presentation.					
	Renderings posted on Web site.					
	Renderings e-mailed.					
	Sketch models for digital photos to be posted on Web site.					
	Sketch models for digital photos to be e-mailed.					
	Working prototypes.					

Delivered how and where?			
Work is needed by?			
APPRO	VALS		
Who will be required to approve the program?			
	At the client:		
	At the retailer:		
Will the pre-production prototype need to be installed at the corporate offices of the retailer prior to approval for full production?		☐ Yes ☐ No	
SHIPPING/DELIVERY PACKAGING			
Any special client specifications?			
Shipper size requirements (UPS, FedEx, etc.)			
Special printing on carton (code numbers, etc.)			
Where will the displays be shipped?			
What carrier is recommended by the client?			
Is floor loading acceptable?			
Special pallet considerations?			
Any previous problems that need to be avoided?			