Layout Request

Client Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Layout: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Test Case Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable) Ex. Opp# 1465 for a Proposal, Invoice # 1234 for an invoice layout

Layout Included: \_\_\_\_\_\_\_

(with legible notes)

Text Font Style: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select from the following; Arial, Calibri, Courier New, Georgia, Impact, Lucida Console, Tahoma, Times New Roman, Trebuchet MS, Verdana

Font Text Size: Headers \_\_\_\_\_\_

Font Text Size: Standard Verbiage \_\_\_\_\_\_

Margin Sizes: Top \_\_\_\_\_ Bottom \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_\_

Color for Text or Text Box: R\_\_\_\_\_ B \_\_\_\_\_ G \_\_\_\_\_

(Ex. White is: R -255, G-255, B-255)

All Colors need to be specified according to what needs that color i.e. Header, Services Names

Please include:

* Test Case Provided: refers to a specific example of a Proposal, Invoice or Receipt number in your system that should be used to test the adjustments for your layout.
* Must include a marked up version of the layout you want us to revise. We will not be able to revise your layout without an included layout with appropriate legible notes of what should be adjusted.
* Word document for any hard coded text (.doc or .rtf) that you want added to the layout (e.g. proposal terms and conditions). This is text that you will not be able to change without submitting a revision request to AspireCare. Anything you need to edit will need to be included in a proposal description, service description, etc.
* Preferred Text Font Style and Size as well as Margin Sizes
* Color for text or text boxes need to have the R,G,B numbers for closest accuracy
	+ Ex. White is: R-255, G-255, B-255