



VIRTUAL REQUEST

NAME

REFERENCE #

EMAIL

DATE

COMPANY NAME

NEW / REPEAT ARTWORK

ARTWORK NUMBER (IF REPEAT)

PREVIOUS PO#

	ITEM #	ITEM DESCRIPTION	LOGO DESCRIPTION	INK COLOR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

SPECIAL INSTRUCTIONS:

NOTE: APPROVAL OF VIRTUAL ART DOES NOT CONSTITUTE APPROVAL FOR PRODUCTION. A FORMAL PROOF WILL BE SENT AFTER APPROVAL OF VIRTUAL PROOF FOR APPROVAL TO START PRODUCTION. VIRTUAL REQUESTS WILL BE AUTOMATICALLY CLOSED OUT AFTER 30 DAYS FROM LATEST PROOF AND WILL NEED TO BE RESUBMITTED SHOULD ORDER BECOME ACTIVE AGAIN.