

This form is **VERY IMPORTANT** so we can properly paginate your group, ship materials, and list your artists' names in our Index.

Rep Contact Name: _____ No. Pages Reserved: _____

Rep Company Name: _____

Rep Street Address for Shipping (not a P.O. Box): _____

City/State/Zip: _____

Phone 1: _____ Phone 2: _____

Email (primary): _____, Email (alternate): _____

PROOFS

We will send a digital proof to either you or your full-page artist. Please mark your choice:

- I (rep) will be responsible for communicating proof corrections in writing to Workbook Creative.
- The individual artists (full-page only*) will be responsible for communicating proof corrections in writing to Workbook Creative.

* **If more than one artist appears on a page, only the rep will receive a proof, and will be responsible for communicating to Workbook Creative.**

SHIPPING

You (the rep) will receive one copy of the **Directory**. We will send one copy of the **Directory** to each of your **full-page** artists if you supply shipping addresses below.

PAGINATION

If possible, begin our pagination on a (check one): left-hand page right-hand page
(If we are unable to accommodate your request we will contact you to discuss your options.)

We need a list of all of your artists in the order in which they will appear in the Directory.
Complete 1 information block for each page in your group - **Use as many pages as needed.**

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____

City/State/Zip/Country: _____

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____

City/State/Zip/Country: _____

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____

City/State/Zip/Country: _____

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____

City/State/Zip/Country: _____

Phone (necessary if we are FedExing a proof): _____

Return this form via email to:
production@workbookcreative.com

Rep/Group Master Instruction Sheet

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____

Page(s) ____ of ____
Artist(s) on Page: _____

Use the following address to ship: Proof Book

Street (not P.O. Box): _____ -
_____ -

City/State/Zip/Country: _____ -
_____ -

Phone (necessary if we are FedExing a proof): _____