

CHECKLIST If preferred, you may burn any materials you'd like to a disc.

- LETTERHEAD (ALL VERSIONS)
 - ENVELOPES (ALL VERSIONS)
 - BUSINESS CARDS (ALL VERSIONS)
 - BROCHURES (ANY AND ALL)
 - APPOINTMENT CARD
 - PUNCH CARD
 - POSTCARD(S)
 - FOLDER
 - NOTE CARDS
 - FAX COVER SHEET

 - ADS FROM MAGAZINES/PAPERS
 - YELLOW PAGES AD
 - NEWSLETTER
 - CD-ROM
 - FLYERS/SALES SHEETS

 - PHOTO OF SIGNAGE
 - PHOTO OF FRONT OF BUILDING
 - PHOTO OF WAITING AREA
 - PHOTO OF CONFERENCE ROOM
 - PHOTO OF BILLBOARDS
- WEBSITE _____
 - INTRANET
 - E-NEWSLETTERS

 - OTHER _____
 - OTHER _____
 - OTHER _____
 - OTHER _____