3D Rendering Brief

Fill in what you know and leave the rest blank. A studio can quote from a half-finished brief, and the gaps show what still needs deciding. Attach files where marked.

1. Contact and project

Field	Your answer
Company / brand	
Contact name and email	
Who approves the work (name, role)	
Product name and model number	
Project name or internal reference	

NDA needed before files are sent? □ Yes, ours □ Yes, the studio's □ No

2. Product files

Tick everything you can send. More than one source is better than one.

□ CAD or STEP file (format: _____ , revision: _____)

□ Technical drawings with dimensions

□ Sketch with measurements written on it

□ Photos of a sample: □ front □ side □ three quarter □ back □ top □ bottom □ close-ups of details

□ Existing 3D model (from a supplier, a scan or an earlier project)

□ Photos or renders already on our site that the new images must match

Is the design final? □ Yes □ No, these parts may still change:

Hint: if you only have photos, shoot in even daylight and put a tape measure next to the product in one frame.

3. Dimensions

Unit: □ mm □ inches

Measurement	Value
Height	
Width	
Depth	
Logo size and position	
Buttons, ports, screws (size, position)	
Other details a buyer will notice	

4. Materials, finishes and colours

One row per visible part.

Part	Material	Finish (matte / satin / gloss / textured)	Colour code (Pantone, RAL, other)	Swatch photo attached?
e.g. housing	ABS plastic	satin, fine grain	Pantone Black 6 C	☐
				☐
				☐
				☐

Colourways needed now:

Colourways that may come later:

Hint: a photo of the real material in daylight, next to a sheet of white paper, shows colour and surface at the same time.

5. Artwork and labels

☐ Logo as a vector file (AI, EPS, SVG or PDF)
☐ Labels and printed text as final print files
☐ Position of each print marked on a drawing or photo
☐ Text that changes between variants (capacity, model number, language):

---

6. References

Up to five images you like, each with one line on what you like about it.

#	Image file or link	What we like about it
1		
2		
3		
4		
5		

What we do **not** want (attach an example if you can): _____

7. Shot list

Number every image. This list drives the quote.

#	Type (silo / scene / detail / other)	Angle and crop	Background	Variants	Where it will run	Notes
1						
2						
3						
4						
5						
6						

Space needed for text on any image? □ No □ Yes, image #

_____

, on the □ left □ right □ top □ bottom

8. Formats and sizes

Where the images will run: □ Own webshop □ Marketplace (which: _____) □ Google Shopping □ Social ads □ Print catalogue □ Packaging □ Trade show □ Other: _____

Use	File type	Size (pixels or print size)	Background
	□ JPG □ PNG □ TIFF		□ white □ transparent □ scene
	□ JPG □ PNG □ TIFF		□ white □ transparent □ scene
	□ JPG □ PNG □ TIFF		□ white □ transparent □ scene

Platform specs attached or linked? □ Yes □ No

File naming pattern (e.g. SKU_colour_angle):

Colour space for print, if your printer has a preference:

3D files we want delivered with the images:

□ Source file (editable) □ GLB (web viewers, Android AR) □ USDZ (iPhone AR) □ OBJ or FBX □ Not sure, please advise

Later use of the same model: □ 360 spin □ Animation □ AR □ Configurator □ None planned

9. Deadline and approvals

Field	Your answer
Final deadline	
Reason (launch, trade show, retailer upload date)	
Who approves the grey model (geometry, no materials)	
Who approves materials and lighting	
Who approves the final images	

How we will send feedback: □ numbered notes on marked-up images □ call □ other:

Hint: collect comments from every reviewer into one list before each round. Two rounds of changes are included in the price at ufo3d.

10. Anything else

Before you send: could someone outside your company read this brief and describe the images? If yes, it is ready.

Send the brief and files to **sales@ufo3d.com**. A quote comes back within one business day.
