

DESIGN FORM

CONTACT INFORMATION

Contact Name

Position/Title

Company Name

Location/Town

Full Postal Address

Telephone Number

Current Web address

Additional Information

SERVICE SELECTION

Please indicate which service you want by putting a tick in the box!

Stationery Set

Business Card

Letterhead

Compliment Slip

Logo

Questions (answer as applicable)

Will you be providing a logo?

What are your company colours?

What is your company's image?
(*Use Keywords if necessary)

Advertising Campaign

Posters -

A0 A1 A2 A3

If you know size please specify:

Flyers -

A4 A5 A6 A7

If you know size please specify:

Leaflets -

A4 A5 A6 A7

If you know size please specify:

Questions (answer as applicable)

Will you be supplying the images?

If 'NO' what images do you have in mind?
(*Use Keywords if necessary)

Will the flyers be front and back?

Describe what concept you have in mind?

Editorials

<input type="checkbox"/>	Brochure	Number of pages	<input type="text"/>
<input type="checkbox"/>	Magazine	Number of pages	<input type="text"/>
<input type="checkbox"/>	Book	Number of pages	<input type="text"/>
<input type="checkbox"/>	Newsletter	Number of pages	<input type="text"/>

If you know size please specify:

Questions (answer as applicable)

Will you be supplying the images?

If 'NO' what images do you have in mind?
(*Use Keywords if necessary)

Will this be an ongoing project?

Describe what concept you have in mind?

Please list any similar Magazines/ Newspapers you have in mind?



TERMS AND CONDITIONS

- Prior to the project commencing, a 50% deposit with all supporting documentation would be required.
- Images used for the design have to be provided in 300dpi resolution at the minimum in either JPEG, TIFF, GIF, EPS, AI or PSD formats.
- We recommend that all photographs of products or models should be taken by professional photographers to ensure quality and consistency.
- In the event where images cannot be provided we can provide stock images that relate to the product or service that is being promoted but this will be for relational purposes only.
- All information to be within the design should be provided in a Microsoft Word Document. Any changes made will only be accepted by the contact person on this form.
- Clients will be provided with two draft designs, with the option to choose their preferred design. Once the preferred design has been approved, there will be only two revision cycles.
- Further revisions would incur a £50.00 charge per revision.
- On the provision of a draft, all deposits made are non-refundable.
- On completion of the design process and with final approval from the client, the full payment will be required before the approved design is released.