



GRAPHIC DESIGN REQUEST FORM

We welcome the opportunity to bid on your project.

In order to get a clear understanding of the project, please complete this form and fax to 951.689.1439, or submit by EMAIL.

Project Title		Project Start Date		
Project Contact		Due Date		
Please provide a general overview of your project.				
What are the primary business and marketing objectives of this project?				
Who is the target audience?				
What do you want the target audience to do as a result of this project?				
What message needs to be communicated to the audience in order to achieve results? What are your key selling points?	<p style="text-align: right;">New Try it now LTO Exclusive to Great Value As seen in</p>			
What type of materials are you requesting?	Quantity	Size	Bindery	Color
	Brochures			
	Postcards			
	Business cards			
	Signs/Banners			
	Catalog			
Website / Blog				
Are there specific photos, logos, taglines to be used in the materials?				
<input type="checkbox"/> Do you have an existing brand/logo/website?				
<input type="checkbox"/> Or are you looking to brand all of your materials with a new look?				
List any legal mandates or disclaimers that should be included.				
How will these materials be distributed?				
What is your budget range?				
Please list any additional instructions that you believe we'll need to execute this project?				