



CREATIVE SERVICE REQUEST

Name: _____ Quote Number: _____

Project Due By: _____ Budget: _____

Design time quoted is an estimate till the final artwork is approved. Design Time will be billed at an hourly rate for additional time needed to complete the design beyond the initial time quoted.

Product to be designed:

- Poster
- Banner
- Tradeshow Display
- Backdrop
- Table Throw
- Logo
- Brochures
- Postcards
- Letterheads
- Invitation Cards
- Other _____

Describe the look you want of your finished product:

- Contemporary
- Traditional
- Elegant
- Professional
- Theme based
- Color based
- Kids' Style
- Other _____

Size of finished project:

Height" _____ x Width" _____

Number of Pages (for Brochures) : _____

Color:

- 4-Color (CMYK)
- Black & White
- Pantone Color

Proof Requests:

- Printed Proof

There is a fee for printed proof. Please check with our team for charges.

PDF Proof is provided as part of the design

Do you have any images you want to use?

- Yes, I have digital images which I can email you
- Yes, I have stock images which I can email
- Yes, I have printed images which may be usable
- No, but I can buy a stock image

Provide the following:

- Sketch of the design you have in mind
- Fonts, if you have a specific preference
- Word document of the content
- Any notes or comments
- Logo File, if needed, in .eps or .ai format