

DESIGN & MARKETING SOLUTIONS

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This **DESIGN BRIEF** is intended to help to describe the scope of the project under consideration. Having a complete understanding of what the project entails will allow me to give you the best service at the best price and provide you with an accurate time line. Taking a few minutes to review and answer as many of these questions as possible would be greatly appreciated. We'll review anything that your not sure of together in your free project consultation.

Your contact information:

Name: _____ E-Mail _____ Phone _____

Project Description: _____

Due Date: _____ Is this project part of a larger branding/identity program or will it be in the future? Yes No

Project Resources/Assets:

LOGO ART SUPPLIED? Yes No Format: Vector High Quality JPEG

COPY/CONTENT: Complete written copy? Yes No Rough concept copy? Yes No

IMAGES: Yes No How many? _____ High Resolution? Yes No Correction/Retouching Required? Yes No

Professional Photos? Yes No Stock Photos? Yes No

Please note client assumes responsibility for copyright infringement and any supplied photos, logos and illustrations. Also note that even if you own rights (ie. a logo you had created for you) elements taken off the web are typically low-resolution and inappropriate for use on printed marketing materials. I will review all supplied assets before the start of project and discuss any concerns with you.

Special Considerations/Notes: _____

Final Delivery: Files to be supplied to _____

D&MS will broker printing for project Other _____

Upon acceptance of a job proposal clients are billed for a 50% deposit of the expected job total. Initial work will not begin until payment is made. Balance of project will be billed upon completion and acceptance of final art by client. Payment is expected within five (3) business days of release of final art files. All work is billed through Pay Pal. You may pay your invoice with your PayPal account or with a major credit card, in which case no account is necessary. PayPal is the simple, fast and safe way to pay.

All art will be watermarked and remain the property of Design & Marketing Solutions (D&MS) until payment has been made in full. D&MS reserves the right to use any art created for a client as part of its promotion and advertising unless a prior agreement has been reached.