Cynthia Della-Rovere

Graphic Design Project Request Form

This information is required to initiate a quote, further discussion is generally needed to provide an accurate price.

Name:

Date Submitted: Date Due:

Address:

Phone # Office: Cell:

E-mail

Project Information/Description. Describe the project, include the final size, dates times, point of contact, etc.

Format

Color☐ B&W☐

Finished size: 8.5x11☐ 11x18☐ 18x22☐ other _____

Logos

What logos are required? (provide logo) Describe:

Photos/Images

If Photos/images are required describe what needs to be shown and quantity.

If photos/images will be provided, they **must** meet specific criteria, see **Notes**.

If photos/images are required but not provided I will provide photos/images at the rates shown on the "Photo/image Price list", see **Notes**.

210-454-9029 dchg dellarovere@yahoo.com

Cynthia Della-Rovere

Text

Proper preparation of text files is essential for efficient and cost effective project production, see **Notes**.

This request is for Graphic Design work ONLY. Standard turnaround time is a 2 - 4 weeks depending on scope of project and number of changes. Finished projects will be e-mailed to the requestor as a press quality, office print quality or web quality PDF. Price includes 2 proofs and one set of alterations. Additional proofing will be charged according to the time required.

Contact:
Phone: 201-454-9029
E-mail: dchg_dellarovere@yahoo.com

Return this form as an email attachment

NOTES

Provided photos/images must be print quality 300dpi and will be used at 100% of size ie a 4”x 6” photograph will be used at 4” x 6”. ALL provided photos must meet all criteria for right of use, ie obtained legally from reliable and legitimate source, all copyright/trademark intact and rights and models released. Photos/ images copied without authorization from websites at not acceptable.

Preparing text files: