



Louder Than Words Design

PRINT PROJECT WORKSHEET

Hot Off The Press

Below you will find a questionnaire which is the first stage of logo development at Louder Than Words Design, LLC. It is meant to help gather information for your quote and for furthering the design and development process.

To fill in this document, you will need Adobe Acrobat 5 or upwards. Get the latest version of this product here: <http://get.adobe.com/reader/>

THE BASICS

By answering these questions, you will help me craft an estimate that meets your needs. I've got questions and you've got answers. So, lets get started...

Business Name:

Address or URL/Website:

Describe what services/products your company offers.

Describe the typical client that uses your services or describe your target audience.

List any results/goals you would like to reach with this print project.

(e.g. increasing brand recognition, driving more visitors to my website, increasing customer base etc.)

THE DESIGN

Describe the type print project you are needing: *(Check all that apply)*

- | | | |
|-----------------------------------------|--------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Vinyl Banner | <input type="checkbox"/> Packaging |
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Rack Cards |
| <input type="checkbox"/> Envelopes | <input type="checkbox"/> Direct Mailer | <input type="checkbox"/> Invitations |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Magazine/Catalog Layout | <input type="checkbox"/> Book Cover |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Apparel | <input type="checkbox"/> Postcards |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Signage | |

Other

Please give any specific dimensions or directions for the project desired above.

(e.g. brochure half-fold, brochure tri-fold, brochure 4-panel, etc.)

Do you have company photos you would like to use or will you need stock photography for your project?

- I have company photos I would like to use.
- I don't have any photos, I will need stock photography.
- No photos needed.

Will you be providing the written text content that will be used for this print project?

- Yes No

Once the project is designed, how will the project need to be printed?

I don't have a printer I prefer, but I would like the print files and will choose my printer.

I have a printer I prefer.

Printer's url web address: *(to obtain templates or specific printer dimensions)*

I would like you to handle the details of printing and have the printed goods shipped to my business once the project is completed.

Is there a specific end date the project is to be completed by?

(e.g. tradeshow, product launch, end of year budget)

ADDITIONS

Every project is unique. Here is your chance to add any extra information or additional comments you think will be helpful.

PRESTO!

YOU'RE ALL DONE.

Thank you for your time on this. Please save this document and email the completed worksheet back to heather@louderthanwordsdesign.com. From there, I will review your information and send you an estimate on your print project!

*If you have any questions, please do not hesitate to contact me.
heather@louderthanwordsdesign.com
(352) 223.2133*

*If you have any additional materials to send,
please attach these to your email.*