

BRANDING, PRINT DESIGN AND PRINT PRODUCTION REQUIREMENTS

CONTACT INFORMATION

Company Name		Job Title	
Contact Name			
Address			
VAT No.		Co. Reg. No.	
Phone (landline)		Phone (cell)	
Best time to call you		Email Address	
URL of your website			

YOUR DESIGN REQUIREMENTS

BRANDING & STATIONERY	MARKETING MATERIALS	SIGNAGE/EXHIBITIONS
Logo <input type="checkbox"/>	Brochure <input type="checkbox"/>	Exhibition Stands <input type="checkbox"/>
Letterhead <input type="checkbox"/>	Catalogue <input type="checkbox"/>	Portable Graphics (Banners etc) <input type="checkbox"/>
Business Cards <input type="checkbox"/>	Magazine <input type="checkbox"/>	Point of Sale <input type="checkbox"/>
Comp Slips <input type="checkbox"/>	Ads <input type="checkbox"/>	Vehicle Decals & Wraps <input type="checkbox"/>
Envelopes <input type="checkbox"/>	Flyer <input type="checkbox"/>	Outdoor <input type="checkbox"/>
Folder <input type="checkbox"/>	Banner Ads <input type="checkbox"/>	Branding <input type="checkbox"/>

PACKAGING	PRESENTATIONS	INTERNAL STATIONERY ETC
Type of Product (eg. cosmetic. software, food, beverage)	Powerpoint <input type="checkbox"/>	Invoices, credit applications etc <input type="checkbox"/>
	Keynote <input type="checkbox"/>	Branding Style Guide <input type="checkbox"/>
	PDF <input type="checkbox"/>	

VARIOUS/OTHER

Annual Report	<input type="checkbox"/>	Calendar	<input type="checkbox"/>	Stickers/Labels	<input type="checkbox"/>
Icons	<input type="checkbox"/>	Infographics	<input type="checkbox"/>		

COPYWRITING, EDITING & PROOFREADING

Copywriting	<input type="checkbox"/>	Editing	<input type="checkbox"/>	Proofreading	<input type="checkbox"/>
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PRINTING

Printing Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please add your preferred printer's details:	Name:	Phone or email:
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Deadlines:

Material Deadline:		Print Deadline:		Exhibition Dates (If applicable)	
Is your content ready? If not, when do you anticipate it being ready?					

Additional Useful Info

Please provide any other information you feel may be relevant

How did you hear about us?

Search engine	<input type="checkbox"/>	Business Card	<input type="checkbox"/>	Friend	<input type="checkbox"/>
Ad	<input type="checkbox"/>	Social media	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>

We'll be in touch as soon as we've been through your requirements. Thanks for contacting Osmosis.