

# General Design Briefing Form

This form has been designed to make it easier for us to understand exactly what you are looking for and what you expect from us in return. It will help us to provide you with the best design solution. One that will suit your needs, budget and time frame.

All prices quoted are estimates only and will be confirmed and adjusted if required on commencement of the job. If the specifications of the job change after quoting, it will need to be requoted. Any changes made to the brief after quoting, will be charged at our hourly rate and will appear on our final invoice.

Please email the completed form to [fran@quendadesigns.com.au](mailto:fran@quendadesigns.com.au) or ring Fran Bolland on 0411 03 04 03 for further information.

Contact Name	Business Name
Email	
Landline	Mobile
Address	

Job Description:

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Target audience: \_\_\_\_\_

Please complete all of the following questions that apply

Do you have an existing template for the job?  Yes  No Do you have an company style guide or existing brand?  Yes  No

Do you have a clear idea of how you want the job designed?  Yes  No (You would prefer me to come up with the concept).

Will you supply your own digital photos?  Yes  No Will you require stock photos?  Yes  No

Will you require copywriting?  Yes  No

Will you require illustrations?  Yes  No If yes what sort, cartoons, line drawing, technical illustration etc?

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Will this job be printed?  Yes  No

Will this job be digital only?  Yes  No  To be emailed as pdf or  HTML newsletter

If it is to be printed please complete the following, if known?

Size (width x height in mm) \_\_\_\_\_ No of pages \_\_\_\_\_

No of colours \_\_\_\_\_

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On what sort of paper stock?  matt  gloss  other

Weight of paper stock if known?

Light (90gsm)  Medium (150-170gsm)  Heavy (200-250gsm)  Card (350gsm)  Heavier card (over 350gsm)

Is there any special finishing required. Lamination, binding, folding, die cutting etc? \_\_\_\_\_

If you would like us to print it for you, how many copies would you like? \_\_\_\_\_

What date do you require this to be finished by \_\_\_\_\_

What budget do you have for the job.

\$150-\$500

\$500 - \$1,000

\$1,000 - \$2,500

\$2,500 - \$5,000

\$5,000+

Does this figure include printing cost?  Yes  No