



## Design Request Guidelines

We pride ourselves in our ability to fulfill our customers' needs. From the very beginning, we require as much detail as possible about your design, to get a good sense of your requirements and ultimate vision. Please help us satisfy your vision by providing the following information, when you contact us.

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- Company name:
- Project contact/manager:
- Phone number:
- Email address:
- What is the project you need us to design? Please provide as much detail about the project as possible. You can never provide too much information.
- Who is the final audience for the project?
- What is your budget and timeline for completion?
- Do you have any specific design, font, or color preferences?
- File type required:
- File resolution (pixel dimensions or page size):
- Do you have photos or samples you'd like to present as examples?

**Thanks! We look forward to working with you!**

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