



If you have a clear idea of what you are looking for please provide as full a description as you can below as this will help us get as close to what you are looking for first time.

Equally, if your brief is open ended and you'd just like our designers to come up with something for you, some of the background information you provide can help us put together something suitable for you.

You do not have to fill in all the fields. However, the more you are able to tell us the more likely we will produce a design you are happy with first time. Please note, it is important to give us all the information you can at this point as after an initial proof it could cost you extra for a redesign.

- Existing Design** - Do you have an existing design you would like us to update? If so, could you please supply a copy of the original file, or if we designed it last time for you, the previous job number as a reference?
- Background** - Could you provide a brief background to your company/service/product?
- Purpose** - What will be the purpose of your print (promote/inform/instruct)?
- Target Market** - Who is the target market or audience?
- Colours** - Do you have any preferred colours or existing branding you'd like us to follow?
- Wording** - Please provide any wording you would like on your product by supplying us with a word or text document. You can upload your files on our website, send to us via email or supply on disc.
- Images** - You may upload images for your design via our website, email to us or supply on disc. Alternatively if you would like us to source images for you please detail any specific instructions below.
- Other Instructions** - Do you have any specific instruction/requests that are not already covered? (regarding likes, dislikes, positioning etc.)