Graphic Design Services

Dear Best Agent Business Client,

The Graphic Design Team at Best Agent Business is excited about the opportunity to help you with your Graphic Design project(s). Please, answer the questions below to provide us with information about your project. Once we receive and review the information, we may request a brief phone call, at a time convenient for you, to go over additional details to make sure we are providing you with the product you are looking for.

1. What type of a product / project are you requesting? (Examples: Listing Flyer, Tri-fold Brochure, Postcard, Power Point Presentation Revision etc.)

2. How will the product be used? (Examples: To hand out / mail to clients; To send as an email attachment etc.)

3. What size is your product? (Examples: Letter size, Legal, Poster, Postcard, Jumbo Postcard, Folded Card etc.)

4. What is your preferred color scheme? List the colors and / or identify the style. (Example: Blue, burgundy, and white; business formal style).

5. What are your preferred font types and sizes? (Examples: *Freestyle Script 12*, Arial 10, etc.)

6. Is your flyer / brochure / postcard etc. one- or two-sided?

7. Will your flyer / brochure etc. be folded? How?

8. Will it be printed in your office or in a professional printing store? (This matters because of the margins).

9. Will you be providing the "copy" (text and information)? If yes, please attach it to your email. If not, please, describe your vision for the "copy" and provide as many details and possible.

10. When is your deadline?

11. Please, provide your website and/or other information that will help us understand your "brand identity". You can include details, such as your company's vision, mission, value proposition, brand image etc.

12. Please, email us the artwork that you want us to use, such as your original logo, head shot, photos or other clip art. (We usually can't obtain crisp, high quality artwork from a website).

13. If you have samples of what you would like your product to look like please, attach them to your email. In addition, if there are any outside websites, logos, etc that you like and would like to emulate in your product/design, provide the links or attach them to your email.

Once we obtain all the information needed for your project(s), we will provide you with a time-budget estimate and a time-frame. We look forward to working with you.