# Print Design Worksheet

**Type Company Name Here**

|  |  |
| --- | --- |
| **CONTACT INFO** |  |
| Business Name |  |
| Address |  |
| Phone |  |
| Cell |  |
| Fax |  |
| Email |  |
| Web |  |
|  |  |
| Primary Contact | Name & contact info (phone, email) |
| Primary Decision Maker | Name & contact info (phone, email) |
|  |  |
| **PROJECT DESCRIPTION** |  |
| Logo Design: |  |
| Letterhead Design: |  |
| Other Form Design: |  |
| Brochure Design: |  |
| Other Collateral Design: |  |
|  |  |
| Business Card Only Printing: |  |
| Letterhead/card/ envelope printing: |  |
| Other Printing: |  |
| Word Template: |  |
|  |  |
|  |  |
| **DESIGN INFO** |  |
| Colors | (list PMS colors of print material if known) |
| Fonts |  |
| Digital Logo |  |
| Printer/Logo Designer |  |
|  |  |
| Other Logos | (affiliates, supported brands, etc.) |
| Other Graphics | (charts, samples) |
|  |  |
| Photographs  Research  Scans  Purchase (no., cost) | (do you have? Do you need stock photography?) |
|  |  |
|  |  |
| **PLAN/SCHEDULE** |  |
| Milestones/Phases |  |
| Schedule of Payments |  |
|  |  |
|  |  |