



# Design Request Guidelines

**From the get go, its best to provide as much detail as possible about your project.**

**To get a good sense of your requirements and ultimate vision, please provide the following information.**

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● Company name: \_\_\_\_\_

● Project contact/manager: \_\_\_\_\_ ● Phone number: \_\_\_\_\_

● Email address: \_\_\_\_\_

● Website address: \_\_\_\_\_

● What is the project you need designed and what is the message you want to convey?

(ex: rack brochure for new product, or full page magazine ad for my cycling shop. Please provide as much detail about the project as possible.)

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● Who is your audience for the project? \_\_\_\_\_

● What is your budget and timeline for completion? \_\_\_\_\_

● Do you have any specific design, font, or color preferences? \_\_\_\_\_

● Do you have photos or samples you'd like to present as examples? Great, please keep those handy.

They provide an excellent resource for getting to know your project.

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● If you are working with a sales rep and are unsure of the file requirements, please provide their information and Mondry Design will be happy to contact them.

● Name: \_\_\_\_\_ ● Phone number: \_\_\_\_\_

● Email address: \_\_\_\_\_

● File type required (jpeg, PDF, etc.): \_\_\_\_\_

● File resolution (pixel dimensions or page size): \_\_\_\_\_

**Thank You!**

