# Custom Graphics 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** |  |
| Type of graphic(s) needed | (Infographic; photo manipulation; illustration; web graphic) |
| Describe each graphic needed |  |
|  |  |
| Photos provided |  |
| Logos provided |  |
| Charts/other graphics provided |  |
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|  |  |
|  |  |
|  |  |
| **CORPORATE DESIGN INFO** |  |
| Colors | (list PMS colors of print material if known) |
| Fonts |  |
| Do you have a digital logo file? |  |
| Printer/Logo Designer |  |
|  |  |
| Other Logos | (affiliates, supported brands, etc.) |
| Other Graphics | (charts, samples) |
|  |  |
|  |  |
| **PLAN/SCHEDULE** |  |
| Deadlines |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **FOR TODD DAWSON DESIGN ESTIMATING** |  |
| Estimate costs for  Photographs  Research  Scans |  |
|  |  |
|  |  |