

www.cre8tivemedia.net

cre8+

Small Business Big Results in Creative Services

Cre8tive Media Deisgn Firm
770-744-2653 Office
1-866-611-0840 Fax

4649 Peachtree Pl. Pkwy #C
Dunwoody, Ga 30360
info@cre8tivemedia.net

DBA: _____
Federal Tax ID# _____
State Tax ID# _____



Pre Design Application

Company Name: _____

Contractor's Name: _____ Date: _____

Street Address: (Operating Location) _____

City: _____ State: _____ Zip: _____

Phone: () _____ - _____ Fax: () _____ - _____ E-mail _____

Freelance Service Sole Proprietor Partnership LLC Non-Profit Corp For-Profit Corp

Line of Business: _____ Manufacture Service Products Retail Contractor

Marketing Materials In Place: Web Site Business Cards Stationary Flyers Post Cards Logo

Web site Address: _____

Do you currently have a registered: Service Mark Trade Mark Copyright Ownership of Existing Designs

Estimated Project Budget: \$ _____

Design Key Words: _____

Distribution Date: _____

Printing Submission Date: _____

Design Completion Date: _____

Design Sketch and Notes Area



Date: _____ Contractor's Signature: _____

Date: _____ Contractor's Name: _____

Date: _____ Cre8tive Media Rep: _____

Welcome to Cre8tive Media Design Firm Inc. pre-consultation process. This is the first form of our organized data package and it is offered exclusively by Cre8tive Media Design Firm Inc. This form allows us to collect and document your marketing design needs. This is preliminary information which is necessary to build a price quote and this information will not be shared with any outside sources without a written release form signed by you or your authorized representative. The information collected on this form will be reassessed throughout the entire design process. It will allow CMDF to deliver effective design measures to achieve each clients desired design appeal. All and any changes will only be recognized by an Order Change Form with appropriate signatures applied. Please allow a minimum of 48 hours to receive a full written estimate. Once you receive your estimate package, for scheduling purposes it is necessary to return all forms signed with a deposit to begin any design work. Remember Presentations Is Everything!



Project Details Continued On the Back

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Project Details

Service Request: _____

Project Title: _____

Number of Proofs: _____

Design Theme: _____

Communications Purpose: _____

Target Audience:

Consumer

Age Range: _____
Income Level _____
Interests _____
Location: _____
Gender _____
Ethnicity: _____
Education _____

Business

Years In Business: _____
Annual Revenue: _____
Line of Business: _____
Business Entity: _____
City: _____
State: _____
No. Employees: _____

Distribution Method

Direct Mail: _____
Point of Purchase: _____
Tradeshow/ Exhibition: _____
Internet: _____
Digital Media: _____
Environmental: _____
Direct Consumer: _____

Final Production Numbers:

Qty: _____ Final Flat Size: _____ Color: _____ Paper: _____
Qty: _____ Final Flat Size: _____ Color: _____ Paper: _____
Qty: _____ Final Flat Size: _____ Color: _____ Paper: _____
Qty: _____ Final Flat Size: _____ Color: _____ Paper: N/
Qty: _____ Final Flat Size: _____ Color: _____ Paper: _____
Qty: _____ Final Flat Size: _____ Color: _____ Paper: _____

Desired Production Method:

Location

Print Bureau/ Commercial Printer _____
 Retail Production _____
 Laser Production _____

Determining Production Schedule:

- Final Assembly Production Date (1-3 days prior distribution) _____
- Printing Production Completion (3-5 days prior assembly production) _____
- Project Proofing and Revisions. (1-2 days prior printing) _____
- Project Start Date (7-21 days prior to final production) _____

DBA: _____

Federal Tax ID# _____

State Tax ID# _____



Disclosure Statement

This document has been initialized to protect all rights and ownership of intellectual property created by / with / under art direction of Cre8tive Media Design Firm Inc. and/or it's visual communications team.

Preliminary marketing design concepts and ideas presented before, after, or accompanied by this contract are hereby acknowledged to "be" and "remain" the property of Cre8tive Media Design Firm Inc. A formal agreement and notice to transfer copyright or ownership of intellectual property must be obtained and signed by consenting parties to honor any entitlement of endorsement or profit from intellectual property, shared, displayed, or presented by Cre8tive Media Design Firm Inc. / any individual member/ or collective persons representing it's visual communications department / team / art direction.

This document also serves as written disclosure of intent to protect the integrity of each project designed, completed or otherwise contracted by Cre8tive Media Design Firm. Specific elements must be viewed by the client and "ONLY" authorized "preselected" teams constructed prior to design conception.

Cre8tive Media Design Firm Inc. ask that no elements of project pricing, bidding specification, nor criteria relating to the subject matter of origin for design concept, marketing execution, or production be discussed outside of necessary existing relationship with Cre8tive Media assigned account representative and/or preselected advisement team representing the client / contractor. All parties involved with the review of a proposal for of artwork demonstrating the conception and presentation of ideas, will be given a copy of this notice.

All relative questions should be directed back to authorized company management for accuracy. To protect the integrity and professionalism of how each project is conducted, remain competitive, and to award all clients with fair pricing measures we ask that this volatile information concerning the nature of the intellectual property not be disclosed to competitors or outside parties.

Please complete the following information below to verify you have read and completely understand the ramifications of this document.

Contractor's Name _____ agree to non disclosure of information pertaining to design layouts, financial documents, and contracted projects by Cre8tive Media Design Firm Inc. If I default and fail to follow the policies and terms to protect the intellectual property presented and protected by this disclosure statement then I may be found liable and/or negligent.

Date: _____ Company Name: _____

Date: _____ Signature: _____



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