



5015 Eagle Rock Blvd. Suite 306
Los Angeles, California 90041
sales@unastarmedia.com

323-924.2892 office
323.254.2254 fax

323.527.5130 cell
626.232.8884 cell

Business Name _____ Business Contact Person _____ Phone _____ Email _____

Business Address _____ Date _____ Due/Event Date _____ Estimated Cost/Fees _____

Deposit _____ Cash Check Credit Card _____ Exp _____

Web Site Design/Development

- Domain Name Registration _____ Database (php,asp, mysql) Search Engine/Keyword Optimization
- Web Hosting Server _____ Design Essentials E-Mail Campaigns
- Domain Name Transfer Static Page Quantity _____ Advertising Banners
- E-Commerce _____ Custom Logo Design Static
- Shopping Cart Corporate Branding Animated
- Payment Gateway Flash Elements Online Video
- Item Quantity _____ Flash Introduction Seconds _____ Picture Gallery Slide Show
- Photography Entire Flash Interface Blogs/Forums
- Photography Photography

Notes _____

Print Graphic Design

- Business Collateral _____ Advertising Basic _____ Environmental Advertising
- Custom Logo Design Mailer Postcards _____ Banner
- Corporate Branding Business Brochures _____ Vinyl - Size _____ Color _____ Text Color _____
- Business Graphic Basic Flyers _____ Text _____
- Business Cards _____ Newsletters _____ Digital Banner - Size _____ File Save To Disk _____
- Letterheads _____ Door Handles _____ Posters - Size _____ File Save To Disk _____
- Envelops _____ Presentation Folders Automobile Door Magnets(2 Set) - Size _____
- Promotional Items CD/DVD Packaging Text _____
- T-Shirts _____ Magazine Ads Automobile Back or Side Window Wrap
- Mugs _____ Product Catalogs Dimension _____ File Save To Disk _____
- Caps _____ Other _____ Real Estate Signs
- Buttons/Pins _____ OutDoor Signs
- Pens _____ Neon Signs
- Other _____ Light Box Signs

Notes _____

Photography and Digital Video

- Event _____ Corporate/Industry _____ Photo Sculpture _____ Digital Video Editing & Transfer/Duplication
- Coverage Time _____ Subject Quantity _____ Enlargement _____ Source _____ D/V Output
- Site Location(s) _____ Items/Product Quantity _____ Restorations _____ 8mm DVD
- _____ Location(s) _____ Colorize _____ High 8 VCD
- Options and Prints Headshots Videography _____ Coverage Time _____ Beta SVCD
- Albums _____ Personal Site Location(s) _____ Mini DV .mov
- Mini Albums _____ Children Portraits Flash _____ .flv
- CD/DVD Slideshows _____ Family Portraits Card .wmf
- Prints _____ Single/Group Shots Video Options .mpeg 4
- Small Prints (4 x 6) _____ Private Photo Session Raw UnEdited Video Video Length _____
- Standard Prints (5 x 7) _____ Studio Portraits to DVD _____ Output Quantity _____
- Large Prints (8 x 10) _____ Location(s) _____ Edited Video w/ Photo "Actors Reel" Editing
- Wall Prints (11 x 14) _____ _____ Montage & Music Video Source
- Wall Prints (12 x 18) _____ _____ Selection _____ Quantity _____
- Enlarge Poster (16 x 20) _____ _____ D/V Output
- Larger Sizes Available Other _____ _____ Quantity _____

Notes _____

Market Strategy and Campaigns

- | | | |
|---|--|--|
| <input type="checkbox"/> Marketing Mix Plan _____ | <input type="checkbox"/> Direct Marketing | <input type="checkbox"/> E-Mail Campaign |
| <input type="checkbox"/> Product/Service | <input type="checkbox"/> Postcards Delivery | <input type="checkbox"/> Television Commercial |
| <input type="checkbox"/> Price | <input type="checkbox"/> Telemarketing | <input type="checkbox"/> Billboards |
| <input type="checkbox"/> Place | <input type="checkbox"/> Mailing Lists | <input type="checkbox"/> Local Bus Ads |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Bench Ads |
| | <input type="checkbox"/> Magazine Ad | <input type="checkbox"/> Automobile Wraps/Magnetics/Decals _____ |
| | <input type="checkbox"/> Radio Spots | <input type="checkbox"/> Conventions/Trade Shows/Industry Associations |
| | <input type="checkbox"/> Clubs & Social Groups | |
| | <input type="checkbox"/> Flyer Delivery | |

Notes _____

Computer and Corporate Training

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Basic Computer Skills _____ | <input type="checkbox"/> Web Graphic Design | <input type="checkbox"/> Print Graphic Design | <input type="checkbox"/> Motion/Video Design |
| <input type="checkbox"/> Keyboarding _____ | <input type="checkbox"/> HTML _____ | <input type="checkbox"/> Adobe Photoshop _____ | <input type="checkbox"/> Adobe After Effects _____ |
| <input type="checkbox"/> Windows _____ | <input type="checkbox"/> Adobe Dreamweaver _____ | <input type="checkbox"/> Adobe Illustrator _____ | <input type="checkbox"/> Adobe Primerier _____ |
| <input type="checkbox"/> Microsoft Word _____ | <input type="checkbox"/> Adobe Fireworks _____ | <input type="checkbox"/> Adobe In-Design _____ | <input type="checkbox"/> Antics 3D _____ |
| <input type="checkbox"/> Microsoft Excel _____ | <input type="checkbox"/> Adobe Flash _____ | <input type="checkbox"/> QuarkXpress _____ | |
| <input type="checkbox"/> Microsoft Outlook _____ | <input type="checkbox"/> Video Streaming _____ | <input type="checkbox"/> Corel Draw _____ | |
| <input type="checkbox"/> Microsoft Powerpoint _____ | <input type="checkbox"/> Audio Streaming _____ | <input type="checkbox"/> Layout/Storyboarding _____ | |
| <input type="checkbox"/> The Internet | Other _____ | | |

Notes _____

Term and Conditions

UnaStar Media shall provide various services including but not limited to graphic design services to the Client. UnaStar Media undertakes to provide its Services at all times in a professional manner. When UnaStar Media provides services to the Client it will do so in accordance with the detailed Provisions of these Terms and Conditions as an Agreement and a Contract for Services. Any breach of any of these terms and conditions will render the contract void. Nothing in these terms and conditions shall be construed as creating an obligation for UnaStar Media or client to accept or offer future contracts. All orders are accepted and Services supplied subject to these express Terms and Conditions of UnaStar Media, and all other conditions, warranties and representations of any other person express or implied or otherwise are hereby excluded, including any which the Client may apply under any purchase order, confirmation of order or any similar document. No variation or addition to these Conditions shall be binding upon UnaStar Media unless agreed in writing between a representative of UnaStar Media and a duly authorized representative of the Client. These terms and conditions supersede all other agreements and representations made by either party, whether oral or written. The contract may be negotiated or replaced with a new contract or contracts only by agreement in writing between UnaStar Media and the Client. UnaStar Media may decide to enter into or not to enter into a new contract or contracts entirely at its own discretion. The manner in which UnaStar Media is to provide its services is to be determined by UnaStar Media alone always provided that UnaStar Media fulfils its contractual obligations under these terms and conditions.

After receiving an initial inquiry for work from the Client, UnaStar Media will enter into such discussions with the Client as are necessary to fully define the work required, which may include at UnaStar Media's discretion free samples of graphic designs. If a satisfactory agreement then results concerning the work required and UnaStar Media is able to provide the work required in the required timescale, UnaStar Media will provide the Client with a written quotation and/or proposal. All specifications, illustrations or other details shown on UnaStar Media's website, or any price list or advertising material or otherwise communicated to the Client including information for guidance on pricing, file formats etc., are intended merely to present a general idea of the service and nothing contained in any of them shall form part of the contract between UnaStar Media and the Client. Charges for design services provided by UnaStar Media will be set out in the written quotation and/or proposal that is provided to the Client. UnaStar Media shall be entitled to rely upon the accuracy and completeness of information provided by the Client and if the supply of work or services is suspended by UnaStar Media in consequence of an error or omission in such information or is suspended at the Client's request the price(s) quoted shall be increased to cover any extra expense thereby incurred by UnaStar Media. Reasonable expenses e.g. the cost of special delivery of artwork on any media may be charged to the client in addition to the charges specified on the quotation. The Client shall notify UnaStar Media of any special delivery requirements, meetings, materials purchases or other expenses likely to be incurred before acceptance of UnaStar Media's quotation and/proposal. To indicate acceptance of UnaStar Media's quotation, the Client shall return a signed and dated copy of the written quotation and/or proposal to UnaStar Media, or shall send an official order in reply to the quotation which shall bind the Client to accept UnaStar Media's terms and conditions. At the time of the Client's signed acceptance of this estimate or quotation, indicating acceptance of the Terms & Conditions, a non-refundable deposit of 50% of the quoted fee will become immediately due. We will provide an invoice to cover the deposit by mail or email when the deposit check or other means of payment has cleared. No work on a project will commence until a valid acceptance document has been received by UnaStar Media and UnaStar Media has received the deposit amount. Additional services requested after acceptance shall be treated as a separate job subject to these Terms & Conditions. To read complete document go to <http://termsandconditions.geoartmedia.com>.

I have read and agree to the above terms and conditions.

Customer Name

Customer Signature

Date

Sales Representatives Name

Sales Representative Signature

Date

Rep Summary _____



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