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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 \_\_\_\_\_  Buttons/Pins \_\_\_\_\_  Automobile Back or Side Window Wrap
- Mugs \_\_\_\_\_  Pens \_\_\_\_\_  Dimension \_\_\_\_\_ File Save To Disk \_\_\_\_\_
- Caps \_\_\_\_\_  Other \_\_\_\_\_  Real Estate Signs
- Other \_\_\_\_\_  OutDoor Signs
- Other \_\_\_\_\_  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  Videography \_\_\_\_\_  Coverage Time \_\_\_\_\_  Beta \_\_\_\_\_  SVCD
- Albums \_\_\_\_\_  Site Location(s) \_\_\_\_\_  Site Location(s) \_\_\_\_\_  Mini DV \_\_\_\_\_  .mov
- Mini Albums \_\_\_\_\_  Headshots \_\_\_\_\_  Flash \_\_\_\_\_  .avi
- CD/DVD Slideshows \_\_\_\_\_  Personal  Card \_\_\_\_\_  .wmf
- Prints \_\_\_\_\_  Children Portraits  Video Options  .mpeg 4
- Small Prints (4 x 6) \_\_\_\_\_  Family Portraits  Raw UnEdited Video  Video Length \_\_\_\_\_
- Standard Prints (5 x 7) \_\_\_\_\_  Single/Group Shots  to DVD \_\_\_\_\_  Output Quantity \_\_\_\_\_
- Large Prints (8 x 10) \_\_\_\_\_  Private Photo Session  Edited Video w/ Photo  "Actors Reel" Editing
- Wall Prints (11 x 14) \_\_\_\_\_  Studio Portraits  Montage & Music  Video Source
- Wall Prints (12 x 18) \_\_\_\_\_  Location(s) \_\_\_\_\_  Selection \_\_\_\_\_  Quantity \_\_\_\_\_
- Enlarge Poster (16 x 20) \_\_\_\_\_  \_\_\_\_\_  D/V Output
- Larger Sizes Available Other \_\_\_\_\_  \_\_\_\_\_  Quantity \_\_\_\_\_

Notes \_\_\_\_\_

