



StudioGraphia LLC
 Writing·Editing·Instruction·Research·Design

PO Box 40983 Tucson, AZ 85717
<http://studiographia.net>
info@studiographia.net

GRAPHIC DESIGN NEEDS QUESTIONNAIRE

<i>Project Description</i>	<i>Contact Information</i>
	Name Title Address Phone Fax Web Email

<i>Products Created</i>	<i>Color/BW?</i>	<i>Quantity</i>	<i>Est. Cost</i>
Poster sizes			
11 x 17". Smallest, cheapest.			
18 x 24". Standard size for indoor posters.			
24 x 36" or 27 x 39". Outdoor poster options.			
Banner & flag sizes			
Brochure sizes			
Letter Brochure: 8.5 x 11 inches			
Legal Brochure: 8.5 x 14 inches			
Tabloid Brochure: 11 x 17 inches			
Booklets, Event Programs			
Format (size, paper type, color or black and white)			
Number of Pages:			
Other:			
Letterhead			
Thank You Cards			
Business Cards			
Bookmarks			

IMPORTANT DATES

First Payment Due Date:	
Client Draft Review & Approval Date(s):	
Print Submission Date(s):	
Final Product Delivery Date(s):	
Final Payment Due Date:	



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ADDITIONAL INFORMATION

PRINTERS

We prefer to support local, independently owned businesses in our clients' locations.
We can find a local printer and negotiate rates for you.

Printer name Address Phone Fax Web Email Details	
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LOGOS, ARTWORK

Do you have printer-ready logos? We can track these down for you if necessary.
(Usually TIF, GIF, JPG format, 400 dps resolution size or higher)

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GRAPHIC DESIGN & PROFESSIONAL WRITING RATES

We provide a project proposal so that your costs are known up front.

Contact _____
StudioGraphia Project Manager
Email: _____
Phone: _____