



LOGO DESIGN REQUEST FORM

Please allow 24 hours
for confirmation on
receipt of the graphic
design request.

Complete this form, save it and e-mail it with any attachments to Sales@simonjohndesigns.com

Name _____

E-mail _____

Project Title _____

NEW PROJECT

REVISION of Previous Project Approximate date and name _____

Submission Date _____ Desired Delivery Date _____

*Please allow at least 10 WORKING DAYS for any **new project** or **revision** requests and longer for **campaigns** or **major projects**.*

COLOR INFORMATION
(Check all that apply)

LOGO INSPIRATION
(INCLUDE WEBSITES, EXISTING LOGO)

Description of project

PLEASE TICK BOXES BELOW:

PUBLIC RELATIONS

This is something that is potentially newsworthy.

SOCIAL MEDIA

Please post on social media sites

A PDF file of the finished design will be sent by e-mail for proofing of copy, design and content. Changes can be made directly to the PDF or on a hard copy and returned to the graphics department mailbox. COPYRIGHT MAY APPLY

**REWORKS ARE SUGGESTED AT QUOTE STAGE.
COSTS OCCUR AFTER REQUEST NUMBER OF REWORKS
WORK PROVIDED AND REJECTED CAN BE CHARGED FOR
30% DEPOSIT REQUIRED FOR LARGER WORKS
BRONZE, SILVER AND GOLD PACKAGE AVAILABLE, CUSTOMER
WILL BE INFORMED OF LIMITED REWORKS AND MOVE TO NEXT
PACKAGE IF REQUIRED**

AGREE TO START OF PROJECT

TO BE COMPLETED BY GRAPHICS DEPARTMENT

Project Number	Date In	Out By
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