



## PROJECT INQUIRY FORM

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Thank you for choosing Artegra for your graphic design project. Please take your time and fill the pages related with your project within this form, it will definitely help us understand your project better. We will be working hard to achieve great results and we hope that this will be the beginning of a lifelong business partnership.

**Let's make something great together.**

## Please tell us about you and your company

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1. What is your name and title at your company?

2. What is the name of your company?

3. What is your company slogan or tagline? *(If applicable)*

4. Your company website *(if applicable)*:

5. Your company address:

6. Contact phone number:

7. Contact email adress:

8. What industry your company is in?

9. What are your products or services?

**10.** What country (or countries) your company operates in?

**11.** Which companies are your main competitors? *(please add their websites if possible)*

**12.** Tell us a bit about your company history *(or provide a link)*:

**13.** What are your long term goals?

**14.** How would you describe your company in a few keywords? *(for ex. innovative, fun, serious etc.)*

**15.** Please identify your target audience:

**16.** How did you find Artegra? *(for ex. through Google search, friend suggestion etc.)*

## Branding & Logo Design

Tell us about your branding & logo design project

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1. Please type the exact name you want to appear in your logo:

2. Do you want your tagline to appear in your logo?

3. Are there any images you wish or do not wish to be in your logo?

4. Do you have any color, look and feel preferences for your logo?

5. A text based logo (logotype) or logo with a symbol, which one would you prefer?

6. What emotions your brand image should create? (for ex. professionalism, fun, speed etc.)

7. Please list a few existing brands or logos that you like (*provide links if possible*):

# Web Design & Development

Tell us about your web design & development project

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**1.** What do you want the users to do in your website?

**2.** Do you have any color, look and feel preferences for the website?

**3.** What pages there will be in the website? (*about page, portfolio, blog, e-commerce etc.*)

**4.** Copywriting and other informative text is ready or when will you be able to provide them?

**5.** Can you maintain the website with HTML or do you need Content Management System?

**6.** Please list a few existing websites that you like (*provide links if possible*):

## Print & Packaging Design

Tell us about your print & packaging design project

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**1.** What is the name of your product?

**2.** Please describe your product in detail:

**3.** Do you have any color, look and feel preferences for the package / cover?

**4.** Are the contents (text etc.) that will appear on the front and back sides ready?

**5.** Do you want illustrations or photography on the package / cover?

**6.** Please list a few existing packages / covers that you like (*provide links if possible*):

# Mobile Application Design

Tell us about your mobile application design project

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**1.** What is the name of your application?

**2.** Please describe your application in detail:

**3.** Do you have any color, look and feel preferences for the application?

**4.** What do you want the users to do with this application?

**5.** Please list a few mobile applications that you like (*provide links if possible*):

# Advertising

Tell us about your advertisement project

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1. Please describe the company, product or service that you want to advertise in detail:

2. How would you define the target audience?

3. On what mediums you wish to advertise? (*web, billboards, posters, magazines etc.*)

4. What message you would like to convey through advertising?

5. Please list a few existing advertisements that you like (*provide links if possible*):



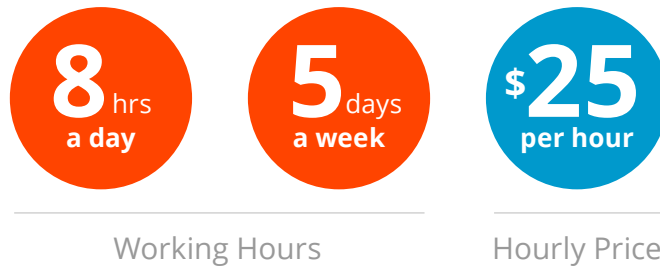
## Important things to know before proceeding

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- In the next pages you can see our Design Process Chart, which is to help you preview the upcoming project phases and have an idea what to expect next. Please keep in mind some phases may be skipped for small budget projects.
- In the Project Timing & Pricing page you may find the minimum time and price requirements for specific projects. Depending on your requirements, these figures may be adjusted.
- To start the design phase, you should make an upfront payment which is minimum 25% of the overall project price. The upfront payment is 50% if the project pricing is below \$2000.
- Any purchase of third-party service (such as hiring an illustrator, photographer, 3D artist or mobile application developer etc.), buying fonts, stock images and so on, are **not** included in the project pricing and they will be additionally billed to the client.

## How Artegra services are priced

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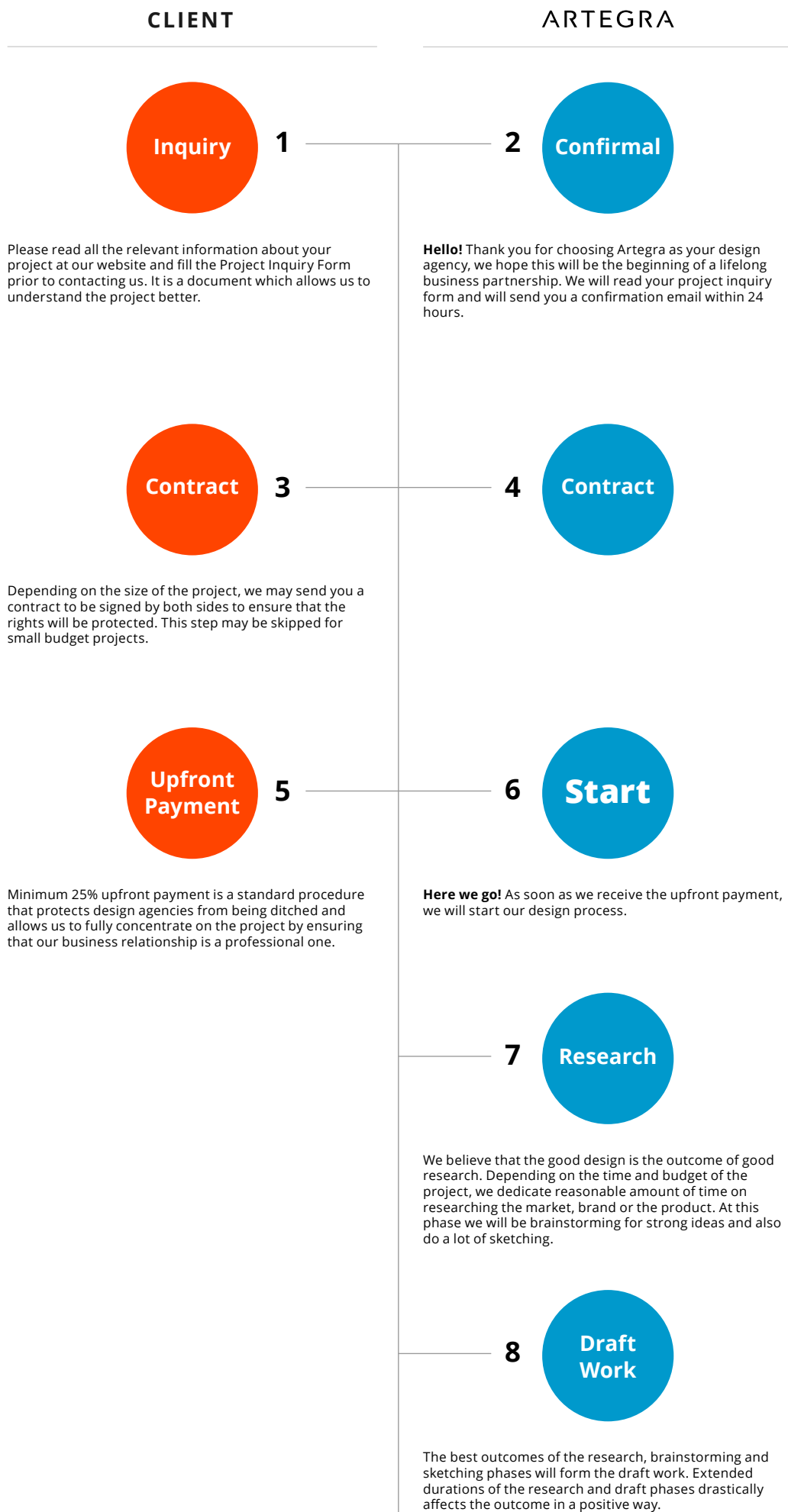


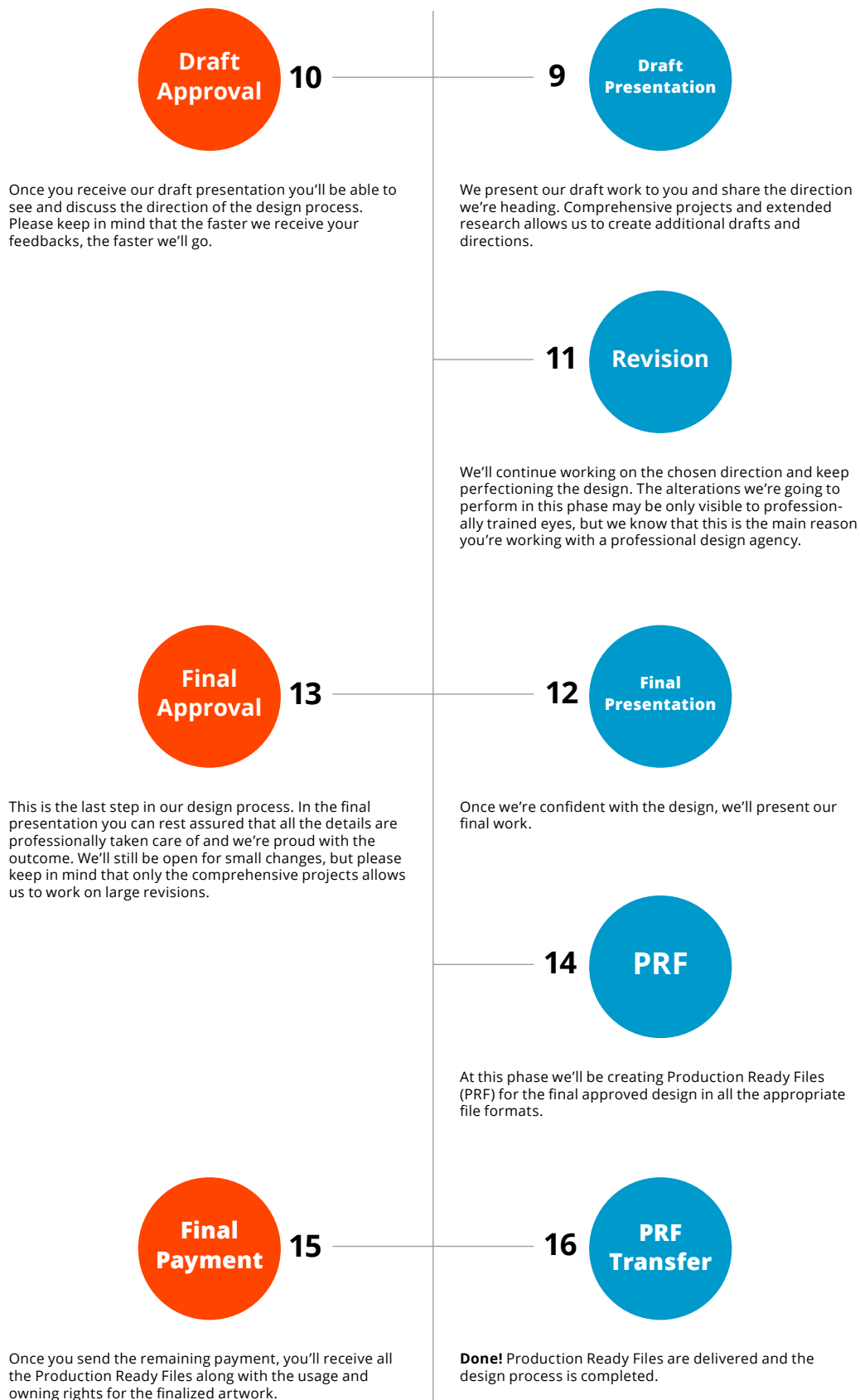
Required time for Artegra services are calculated on **daily work of 8 hours** and they are charged with flat prices which are based on an **hourly rate of \$25**.

## Working hours

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- Artegra working hours are between 9:00-13:00 and 14:00-18:00 during the weekdays.
- Our time zone is (UTC+3:00) Kaliningrad, Minsk.





*We're glad to reach a satisfying result and happy that we accomplished something great together. We hope to work with you on further projects in the future!*

Type of Service	In Days	In Hours	Price
Branding (Basic)	5	40	\$1000
Branding (Standard)	15	120	\$3000
Branding (Comprehensive)	30	240	\$6000
Logo Design (Basic)	2.5	20	\$500
Logo Design (Standard)	10	80	\$2000
Logo Design (Comprehensive)	20	160	\$4000
Web Design (One pager)	5	40	\$1000
Web Design (Multiple)	10	80	\$2000
Web Design (Comprehensive)	30	240	\$6000
Web Development (One pager)	5	40	\$1000
Web Development (Multiple)	10	80	\$2000
Web Development (Comprehensive)	30	240	\$6000
Packaging Design (Basic)	5	40	\$1000
Packaging Design (Standard)	10	80	\$2000
Packaging Design (Comprehensive)	20	160	\$4000
Cover Design (Basic)	1	8	\$200
Cover Design (Standard)	2.5	20	\$500
Cover Design (Comprehensive)	7.5	60	\$1500
Mobile Application Design (Basic)	2.5	20	\$500
Mobile Application Design (Standard)	7.5	60	\$1500
Mobile Application Design (Comprehensive)	15	120	\$3000
Digital & Print Campaigns (Basic)	1	8	\$200
Digital & Print Campaigns (Standard)	2.5	20	\$500
Digital & Print Campaigns (Comprehensive)	10	80	\$2000
Motion Graphics (Short)	2.5	20	\$500
Motion Graphics (Medium)	7.5	60	\$1500
Motion Graphics (Long)	15	120	\$3000
Business Card Design	0.25	2	\$50
Stationary Design	0.25	2	\$50
Brand Identity Guidelines	0.5	4	\$100
Naming & Tagline Consultancy	1	8	\$200
Merchandise Item Design	0.25	2	\$50
Lettering	2.5	20	\$500
Icon Design	2	16	\$400
Banner Design (Basic)	0.25	2	\$50
Banner Design (Animated)	1	8	\$200
Poster Design (Basic)	0.25	2	\$50
Poster Design (Comprehensive)	1	8	\$200
Print Advertisement Design (Basic)	0.25	2	\$50
Print Advertisement Design (Comprehensive)	1	8	\$200
Brochure Design (Basic)	0.25	2	\$50
Brochure Design (Comprehensive)	1	8	\$200
Menu Design (Basic)	0.25	2	\$50
Menu Design (Comprehensive)	1	8	\$200

## That's it, you're almost ready to send your inquiry.

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1. If you have further notes or descriptions that you wish to add:

2. If you have a specific deadline for the completion of the project:

3. Which service packages you wish to purchase?

4. Are there any additional services you wish to purchase?

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Thank you for filling the Project Inquiry Form, you can send the form to us by clicking the Submit button below. Alternatively, you can save this document, attach it into your email and send it to [info@artegradesign.com](mailto:info@artegradesign.com). We'll reply to your inquiry within 24-48 hours.

**Submit**