



DESIGN WORK ORDER FORM

The client agrees to pay BMA for the writing and design of the promotional piece(s) described below. BMA agrees to provide up to three proofs under this agreement (the initial proof followed by up to two rounds of revisions). BMA will make additional proofs and revisions for additional fees starting at, but not limited to, \$10.50 per quarter hour. BMA will provide digital format proofs by e-mail or laser-printed proofs by first class mail. Customer understands that proofs in other print processes or formats are not included. This agreement does not cover the printing of the promotional piece designed by BMA. BMA will make print broker services available at an additional fee. Design work is a prepay service.

We will refrain from beginning your design work until we talk to you on the phone about your goals and the strategy for the design piece. After design work has begun, significant changes to original specifications (e.g. changing the size of a brochure or the number of folds) may result in additional fees. Please email/mail your logo and any information that would be helpful. Email to Results@BrazzellMarketing.com or upload your materials on the Contact Us page of www.BrazzellMarketing.com.

Instructions: Put a mark beside each type of design you would like to have. Write a number for quantity (Qty). This is the number of designs you would like – not the quantity you would like to have printed. For instance, if you are ordering both a home health and a hospice brochure, the Qty would be “2” and the total bill would be \$758.

- Brochure: \$329 x Qty _____
- Post Card: \$169 x Qty _____
- Business Card Design: \$41 x Qty _____
- Promotional Folder Design: \$169 x Qty _____
- Service Area Map: \$82 x Qty _____
- Corporate Identity Package (letterhead, business card, fax cover sheet, envelope): \$139 x Qty _____
- Rack Card: \$169 x Qty _____
- Ad: \$169 x Qty _____
- Business Card Set Up: \$21 x Qty _____
- Promotional Folder Set Up: \$41 x Qty _____
- Holiday or Thank You Card: \$169 x Qty _____
- Other: _____ Price: _____ Qty _____

Company Name: _____ Date: _____

Contact Person: _____ Phone: _____

Email Address: _____

Client's Authorized Signature: _____

PAYMENT:



Credit Card: Total Authorized Charge: _____

Card #: _____ - _____ - _____ - _____ Exp. ____ / ____

CV2 (three digit code from back of card): _____

Name on Card: _____

Billing Address for Card: _____

Authorized Signature: _____

Fax credit card payments to: BMA at (276) 236-5070

Check:

Make checks payable to: [Brazzell Marketing Agency](http://www.brazzellmarketing.com)
Mail check to: Brazzell Marketing Agency
621 Nuckolls Curve Rd
Galax, VA 24333

If paying by check, please mail your completed order form with the check. Order forms received without payment will be disregarded.