



Consultation Request

Please complete this form and send it and any supporting files to [Smith-McGee Designs](#). Someone will review and confirm next steps.

Your Information

Name: _____ **Date:** _____

Business: _____

Email: _____ **Phone:** _____

Project Details

Project Title: _____

Project Type (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Branding | <input type="checkbox"/> Print Design (flyers, brochures, signs, banners, etc.) |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Proposal |
| <input type="checkbox"/> Digital Marketing | <input type="checkbox"/> Presentation Design |
| <input type="checkbox"/> Social Media Content | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Website | |

Project Description: _____

Goals/objectives (what do you want to achieve?): _____

Target audience: _____

Deliverables requested:

- | | |
|--|--|
| <input type="checkbox"/> Business card(s) | <input type="checkbox"/> Logo creation |
| <input type="checkbox"/> Company color pallet | <input type="checkbox"/> Social media graphic(s) |
| <input type="checkbox"/> Custom Yard Sign | <input type="checkbox"/> Stationary/letterhead |
| <input type="checkbox"/> Desktop publishing (proposal/document formatting/editing) | <input type="checkbox"/> Vendor/tradeshows display |
| <input type="checkbox"/> Flyer/brochure | <input type="checkbox"/> Website page(s)/updates |
| <input type="checkbox"/> Full branding package | <input type="checkbox"/> Other: |

Timeline, Budget, and Approvals

Desired Due Date: _____ **Hard deadline :** _____

Estimated budget: _____

Requested by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Note: We offer a free consultation to discuss your project needs and goals in detail. To begin work, a deposit is required to secure your project in our production schedule. This deposit will be applied toward your final payment.