



111A Zenway Blvd. Unit# 29.
 Woodbridge, ON. L4H 3H9, Canada
 T: (289) 217-8411 F: (905) 840-4695
 E: changeprobiz@gmail.com

CP Agent Name _____

GRAPHIC DESIGN ORDER FORM

CLIENT INFO:

Company Name _____ Date _____
 Company Email _____ Company # _____
 Contact Name ^F _____ ^L _____ Contact # _____
 Contact Email _____ FAX # _____
 Address _____ City _____ State _____ Postal Code _____
 Website _____ Facebook _____ Twitter _____
 Linkedin _____ Google+ _____ Instagram _____
 Other Websites _____

ORDER DETAILS:

Item _____ Dimensions _____ Finished Size _____
 Colour: RBG (Digital) CMYK (Print) Black and White Grayscale
 Resolution: 72 (Digital) 300 (Print) 300+ Large Scale Print
 Due Date _____

POLICIES:

- All orders including design can have 3 unpaid revisions. Further revisions will require additional payment.
- For every week (7 days) that your requests for revisions aren't sent, a free revision will be lost.
- Content request are expected to be delivered ASAP. Due Date may change based on additional days content is not received.
- If content request is not followed up on passed a month (30 days), place holder data will be put on your website and full payment will be expected.
- Design replications might not be exact (please send specific colour codes, fonts and files to help process).

PAYMENT TERMS:

Payment Method _____ **All Orders must be paid in full before 'Change Promotions Inc,' delivers your order.**
All deposits are non-refundable.
 Subtotal _____
 HST _____ CC _____ / _____ CC Type _____
number exp. code
 Total _____ Deposit _____ Balance _____

NOTES/SPECIAL DETAILS:

APPROVAL:

I _____ please print name _____ agree to the above details and give 'Change Promotions Inc.' approval to print this job. I also understand that if I don't follow the terms of this agreement that 'Change Promotions Inc.' will not release my job.

Check box to agree OR _____ signature _____