



TRANSFORMATION
GRAPHICS & *Designs*

Designs created to express your unique style



2017

Services and Packages

Greetings,

I wanted to take this opportunity to thank you for allowing us the privilege of designing for you throughout this year. It is our desire to be afforded the ongoing opportunity to continue to serve you. With that being said it is our desire to provide outstanding service and products. One thing that we provide is an understanding of ministry that is not found with a commercial designer. So the presentation may lack the spiritual components that may be necessary within your design.

Because of our growth we have created a better structure for our process to ensure that we are efficient in all aspects of our business. Within this packet we are providing the forms we would like for our clients to use when requesting service. We will be requiring 50% deposit on all work to be performed and balance at completion of the design phase. Once we receive the form we will be contacting you to clarify request and validate cost as well as securing deposit so work can proceed. Once design is completed balance is required before production of design can begin in whatever form. Before the production can be processed by the vendor 100% of that cost plus shipping if required must be paid in full.

We also will be providing special packages for those who have the need for multi monthly fliers or a minimum of six annual events which can be contracted at a discount rate, You may contact us for additional information and qualification.

We invite you to our website to see examples of services we provide <http://www.thetransformationuniversity.com/graphics-and-designs.html>

We look forward to serving you and have a blessed and Happy New Years!

Claude Dangerfield II

Design Consultant



Design created to express your message

Services Provided

Website Design and Building

Facebook Banner

Paper & Vinyl Banners

Church & Business Seals and Logo Creations

Business and Post Card Creation

Stationary

Lapel Pins, Custom Buttons and Fans

Event Fliers and Books

Promo Packages

Menus

Tee Shirts & Hoodies

Family Reunion Packages

Door & Yard Signs

and More!

Let us help you plan out your next event sharing cost effective ways to make your event successful!

It is our honor and privilege to be given the honor to work on your project. In any business opportunity all expectation should be clear to make the transition smooth and successful. In doing so we believe it is important for those whom we work with to have a clear understanding of how we operate.

1. We will meet with you via in person, phone or live chat to clearly outline the scope of work to be done and the timelines.
2. We will have you sign a work order of all expected work to be received. To protect you and us.
3. 50% of the quoted cost will be required prior to the scope of work being done . (No exceptions) Upon completion of the designing phase the other 50% is regarded to be paid before going forward with anything else .
4. Production of your design is outsourced to one of our many vendors 100% of the cost plus shipping and tax must be paid before this can be rendered for production (e.g. Business cards, post card, poster, tee shirts, signs etc.)

We value the relationship with you and these safeguards are here to keep it in place.

Our Policy

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Thank you! We appreciate your business!
And look forward to serving you again!

We would first like to thank you for the opportunity to create artwork for your unique project. We like to express to you how our process works from the designing phase through the final production and completion.

Phase 1 is the initial consultation where we discuss your desired designed. During this phase we talk about the components you wish to see within your design along with the color pallet for your design.

Basic design consist of colors, fonts and back drops. \$75.00–85.00 which incorporates 3 hours of design work; all customers are allowed one change*.

Elaborate design consist of colors, fonts, backdrop and **(a)** picture included in the design work where we have to remove back ground out of the picture. \$95.00-\$115.00**.

Unique design consist of colors, fonts, backdrop and a maximum of 5 pictures within the design where we have to remove backgrounds out of the pictures. \$125.00- \$200.*

Complete Custom design consist of colors, fonts, backdrop and multiple pictures over 6 or more where we have to remove background from pictures. Theses design are typically multi-day projects. This rate starts at \$150.00 per page. Cost to be determined during consultation and written out on worksheet form.*

Logo Designs are customize to your desire. Design of this type are charged based on whether the design is a simple design or elaborate and time for creation. Rates range from \$125.00 to \$500.00 price determined by designer. Upon completion client is provided a jpeg and png., file for future use.

Payment is required on all work before the designing can begin. **(minimum 50% deposit on all work render non-refundable)**

Phase 2 Approval is required on all completed artwork before it goes to production.*** *(We anticipate that you have checked your project thoroughly for any possible spelling errors.)*

Please be aware this is design cost and not production cost, Production cost depending on which vendor is use. Most of our partners require a 100% non refundable deposit to cover materials. No exceptions.

*** Add'l will be charge beyond 3 hrs and one change/correction (Applicable to all designs herein referred)**

****All add'l pictures beyond one will be 10.00 per picture**

***** We do not editorialize your information any omissions or co-omissions is solely your responsibility.**

We have shared this information with you to preserve the integrity of our business relationship and to define the expectation of our business transaction today.

I hereby agree to comply with that which has been explained to me.

Signature _____ Date _____

email form to transformationgd@thetransformu.com

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transformationgd@thetransformu.com
Phone: 804-824-9325

<http://www.thetransformationuniversity.com/graphics-and-designs.html>

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Date of Order _____ Estimated Completion Date _____

Name of Person Authorizing work to be done _____

Name of Business or Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Cell _____

Email Address _____

Description of work to be performed: _____

Estimated cost of services to be rendered _____

Authorized Signature to begin work _____

Date _____ email form to transformationgd@thetransformu.com

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Special Instruction _____

Please note that all work requires a 50% non-refundable deposit and balance is due on completion. No work will be released until balance has been paid.

If we are requested to have the work produced in any form that cost must be paid in full before the start of the work.

Thank you for your cooperation.

email form to transformationgd@thetransformu.com