



Date created: _____

Sales Rep#: _____ Marketing Rep#: _____ Graphics/IT Rep#: _____

Customer Information section containing fields for Company Name, Industry, Contact Name, Marketing Contact, Purchasing Contact, Address, City, Office#, Website, and E-Mail.

Office Use Only section containing fields for Business Assessment / Consultation, Basic Needs/Goals, and multiple 'Needed by' and 'Note' fields.

50% DEPOSIT OR FULL PAYMENT IS REQUIRED BEFORE PLACING ORDER OR STARTING SERVICES.

Service Check List

Main Service Check List area with columns for Agency Services, Graphics, Photo & Printing, Business Startup & Support, Media & Advertising, Trade Shows & Events, Web & Media Production, and Promotional & Specialty Items.