



# 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, \$36. 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 available. 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. Please email/mail your logo and any information that would be helpful (e.g. your old brochure). 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: \$379 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 \_\_\_\_\_

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](#)  
 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.*