fallenapple
SCIENTIFIC DESIGNS AND EDITING

Project Request
Information Sheet

Contact	Shawn White, Lead Designer 972.342.0427 | F: 214.231.9267 Shawn@fallenapple.biz	Before completing this form, we advise that you read our company presentation. Just ask for it!

General Details

What is the full name and field of your organization? Please also list relevant acronyms, shortenings, or broader affiliations (i.e. "Branch of X University").

What type(s) of service are you interested in? Place an X in the appropriate box(es).

Web Design	**Print Design**	**Logo Design**	**Copy Editing**

Copy Editing Details
(If you did not select this option above, please skip to the next section)

How many documents will you need reviewed?

Please place an X in the box indicating which service you would prefer:

Proofing Option		**Basic Option**		**Advanced Option**	
Standard (in 1 week)	$.01/word	Standard (in 1 week)	$.015/word	Standard (in 1 week)	$.02/word
Express (in 48 hours)	$.02/word	Express (in 48 hours)	$.025/word	Express (in 48 hours)	$.03/word

Design Details

What is your necessary or expected time frame of development? (e.g. two months.)

What keywords would you use to describe your current organization? List up to 10 below.

Do you have an audience you intend to reach? If so, what do you believe are their expectations?

What is the 'attitude' you want your organization to convey? (e.g. professional, warm, relaxed)

Are there any colors and symbols (general or specific) that you would find fitting?

Do you know of any existing designs that you want to use as inspiration for your own? Please copy and paste web links below.

Do you expect to need ongoing design services as a result of your organizational structure (e.g. preparing business cards for new employees; modifying web graphics)? If so, please outline the services you expect to require.

If you are requesting a Web site, do you already have a third-party coder ready, or will you need our trusted partner Devscapes to supply this service (included in the overall cost)? Place an X in the appropriate box.

I have/plan to look for my own coder.	**I will use Devscapes for my Web site.**	**This does not pertain to me.**

Please provide any additional details that you think we ought to know.

When you are finished, please e-mail the completed form to projects@fallenapple.biz; you may also fax a version to 214.231.9267. You can expect a response from us within 48 hours about your project request.

Please note that once we arrive at a specific price target, *clients are expected to pay half of the invoice upfront and the other half at the project's closure* (with the exception of large Web site projects, which can be fragmented into several invoices). Of course, we are willing to negotiate with those clients with strained or limited budgets.

Thank you for your time! We look forward to working with you!