



BUSINESS DESIGN & PRINT CUSTOM QUOTE INQUIRY

Tell us what you need designed, prepared, or printed so we can provide a customized quote.

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Use this form for flyers, business cards, brochures, booklets, stationery, banners, social graphics, print-ready setup, and other design or print projects.

1. Contact Information

Full Name *

Business Name *

Email Address *

Phone Number *

2. Tell Us About Your Business

What type of business or organization do you operate? *

Briefly describe your business, products/services, and target audience. *

What best describes your current branding?

☐ Established branding

☐ Needs refreshing

☐ Logo only

☐ No branding yet

☐ Not Sure



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3. Design & Print Services Needed

Brand & Design

- ☐ Business Cards
- ☐ Flyers
- ☐ Brochures
- ☐ Booklets
- ☐ Stationery
- ☐ Banners
- ☐ Postcards

Print Materials

- ☐ Folders
- ☐ Invitations
- ☐ Programs
- ☐ Menus
- ☐ Labels / Stickers
- ☐ Signs
- ☐ Other Print Items

Digital / Setup

- ☐ Social Graphics
- ☐ Digital Flyers
- ☐ Print-Ready Setup
- ☐ File Conversion
- ☐ Design Cleanup
- ☐ QR Code Setup
- ☐ Other

4. Project Scope

What do you need? - select all that apply

- | | |
|---|---|
| ☐ Design only | ☐ Printing only |
| ☐ Design + printing | ☐ Recreate existing design |
| ☐ Revise existing design | ☐ Create from scratch |
| ☐ Print-ready file only | ☐ Not Sure |

Describe exactly what you need created or printed. *



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5. Print Specifications

Quantity Needed

Finished Size

Color & Sides

☐ Full Color

☐ Black & White

☐ Single-Sided

☐ Double-Sided

☐ Not Sure

Paper / material preference

Finishing preferences (fold, staple, bind, laminate, rounded corners, etc.)

6. Branding & Content

What content is ready?

☐ Logo ready

☐ Photos ready

☐ Text ready

☐ Brand colors ready

☐ Need help with wording

☐ Need design direction

☐ Need branding help

☐ Starting from scratch

Describe your preferred style, colors, and overall look.



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7. Timeline & Budget

When do you need this project completed?

- | | |
|---|---|
| ☐ Rush - 1-3 business days | ☐ Within 1 Week |
| ☐ Within 2 Weeks | ☐ Within 30 Days |
| ☐ Flexible | |

Hard deadline / event date (if applicable)

Estimated budget range

- | | |
|--|--------------------------------------|
| ☐ Under \$100 | ☐ \$100-\$250 |
| ☐ \$250-\$500 | ☐ \$500-\$750 |
| ☐ \$750-\$1,000 | ☐ \$1,000+ |
| ☐ Need a recommendation | |

8. Delivery & Approval

Preferred delivery

- | | |
|---|--|
| ☐ Digital files only | ☐ Local pickup |
| ☐ Shipping | ☐ Delivery if available |
| ☐ Not Sure | |

Who will approve the final design / proof?

Additional instructions or notes



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Authorization

☐ I certify that the information provided is accurate and authorize All Things Business to contact me regarding this Business Design & Print inquiry, service recommendations, a customized quote, and related project communication.

Client / Authorized Representative Name *

Date *

What Happens Next?

For your records, you may add any final notes before returning this form.

RETURN COMPLETED FORM TO

Sandra Nathan
All Things Business

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allthingsbusiness.online

Save your completed PDF and attach it to your email.