



Order Checklist

Please use the following checklist to ensure you provide us with as much information about your business as possible. Once received, you will receive an **Order Confirmation** email, with details regarding your order and any questions we may have.

Required Package (USD):

- | | |
|---|-----------------------|
| <input type="checkbox"/> Platinum | \$535 |
| <input type="checkbox"/> Gold | \$280 |
| <input type="checkbox"/> Silver | \$168 |
| <input type="checkbox"/> Website Only (up to 9 pages) | \$299 |
| <input type="checkbox"/> Website (Extra pages) | \$49/page (10+ pages) |
| <input type="checkbox"/> Individual Item/s | |
| <input type="checkbox"/> Simple Logo Design | \$69 |
| <input type="checkbox"/> Business Card (vertical or horizontal) | \$59 |
| <input type="checkbox"/> Business Card Set of 2 V&H | \$99 |
| <input type="checkbox"/> A4 Letterhead | \$59 |
| <input type="checkbox"/> DL Envelope | \$49 |
| <input type="checkbox"/> Postcard (vertical or horizontal) | \$59 |
| <input type="checkbox"/> Postcard Set of 2 V&H | \$79 |
| <input type="checkbox"/> Postcard Set of 5 (vertical or horizontal) | \$189 |

Information About Your Business

- Corporate colors (if already in use)
- Company information for your collateral:
 - Management profiles
 - Email address/es
 - Physical address (if required)
 - Postal address (if required)
 - Contact numbers

Your Contact Information (Required)

Name _____
Position _____
Address _____
Email _____
Contact Phone _____

Payment Method (Drawn in USD)

- Total Order Price \$ _____
- PayPal (Preferred)
 PayPal Email address: _____
- Direct Deposit/Telegraphic Transfer (Preferred) *
- Bank Check (drawn in USD) **
- Postal Order (drawn in USD) ***



* If you are sending payment via Direct Deposit/Telegraphic Transfer, we will include our bank details for you in your **Order Confirmation** email. Please be sure to include your Order Number (included in the email) with your payment. Note this form of payment can take between 2-5 **working** days, depending upon your bank. Will will notify you as soon as your payment clears.

** Bank checks may take up to 21 days to clear – please confirm with your bank prior to payment by this method. We will confirm by email once your payment has cleared.

*** Postal orders are treated in the same manner as Bank checks. We will confirm by email once your payment has cleared.

Further information about your business you would like to share (Optional)

Check this box if you are including any additional pages.

I have included an extra _____ pages with my Order Checklist.

Total number of pages, **including extra pages**: _____

Please include a copy of this checklist (in full) with your order and business information.

We will provide you with your personal Dropbox link, once your payment is received in full. You can upload any files via this designated, secure, Dropbox folder.

Your completed files will be available for download from this folder also. We will send you an email with a direct link to access.

Please contact us with any questions: [q-design](http://www.q-design.co.nf)



Website

\$299

This package offers the most cost efficient way to showcase your business on the internet:

- Simple Customised Website (up to 9 pages)
- SEO Optimisation

Extras (additional charge – please enquire):

- Additional pages \$49/page (10+ pages)
- Webhosting Setup
- Domain Name Registration

Please note we do not currently undertake website design that requires the inclusion of checkout/shopping cart options.

We are able to integrate PayPal into your site for payments if required – please drop us a line to discuss in greater detail.

Your website is delivered via FTP as a ZIP file. You will need to unzip and upload to your web host to go "live". We can assist you if you are unsure of how to do this – however, we will require access to your web provider via their Control Panel, using your username and password.

We also suggest you provide the following for your website to look it's very best:

- Company Logo (we can design for you if you don't have one)
- Corporate colors (if already in use)
- Brief overview of your business
- Images (longest side 1200 pixels @ 300dpi):
 - to be included in your website
- Company information for your website:
 - **About Us** page
 - Management profiles
 - Email address/es
 - Physical address (if required)
 - Postal address
 - Contact numbers
 - Projects & short summary
 - Any other information you wish to provide potential customers

If you do not have images available, we are able to include placeholder images into your website. These are **Royalty Free** and therefore, may be used by other businesses at any stage.

Included in our Order Kit, is a checklist for you to review and fill in with your details. You can upload any files via your designated, secure, Dropbox folder – we will provide you with your personal Dropbox link, once your payment is received in full.

Please contact us with any questions: q-design



Platinum

\$535

This package offers the most complete way to brand your business, with the most popular items you'll need:

- Simple Logo Design
- Business Card (vertical or horizontal)
- A4 Letterhead
- DL Envelope
- Postcard (vertical or horizontal)
- Simple Customised Website up to 9 pages (does **not** include shopping carts)
- SEO Optimisation

All print material is delivered via FTP as a Hi-Res PDF file, for you to deliver to your local printer or to upload to an online print service. You will need to unzip your website files and upload to your web host to go "live". We can assist you if you are unsure of how to do this.

We also suggest you provide the following for this package to be fully completed:

- Corporate colors (if already in use)
- Brief overview of your business
- Images (longest side 1200 pixels @ 300dpi):
 - to be included in your website
 - to be included on your business card and/or postcard
- Company information for your website:
 - **About Us** page
 - Management profiles
 - Email address/es
 - Physical address (if required)
 - Postal address
 - Contact numbers
 - Projects & short summary
 - Any other information you wish to provide potential customers

If you do not have images available, we are able to include placeholder images into your website. These are **Royalty Free** and therefore, may be used by other businesses at any stage.

Included in our Order Kit, is a checklist for you to review and fill in with your details. You can upload any files via your designated, secure, Dropbox folder – we will provide you with your personal Dropbox link, once your payment is received in full.

Please contact us with any questions: [q-design](http://www.q-design.co.nf)



Gold

\$280

This package offers the most popular collateral to brand your business, with the following:

- Simple Logo Design
- Business Card (vertical or horizontal)
- A4 Letterhead
- DL Envelope
- Postcard (vertical or horizontal)

All print material is delivered via FTP as a Hi-Res PDF file, for you to deliver to your local printer or to upload to an online print service.

We also suggest you provide the following for this package to be fully completed:

- Corporate colors (if already in use)
- Images (longest side 1200 pixels @ 300dpi):
 - to be included on your business card and/or postcard
- Company information for your collateral:
 - Management profiles
 - Email address/es
 - Physical address (if required)
 - Postal address (if required)
 - Contact numbers
 - Any other information you wish to provide potential customers on your postcard

If you do not have images available, we are able to include placeholder in your collateral. These are **Royalty Free** and therefore, may be used by other businesses at any stage.

Included in our Order Kit, is a checklist for you to review and fill in with your details. You can upload any files via your designated, secure, Dropbox folder – we will provide you with your personal Dropbox link, once your payment is received in full.

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Silver

\$168

This package offers the basic collateral items to brand your business, with the following:

- Simple Logo Design
- Business Card (vertical or horizontal)
- DL Envelope

All print material is delivered via FTP as a Hi-Res PDF file, for you to deliver to your local printer or to upload to an online print service.

We also request you provide the following for this package to be fully completed:

- Corporate colors (if already in use)
- Company information for your collateral:
 - Management profiles
 - Email address/es
 - Physical address (if required)
 - Postal address (if required)
 - Contact numbers

Included in our Order Kit, is a checklist for you to review and fill in with your details. You can upload any files via your designated, secure, Dropbox folder – we will provide you with your personal Dropbox link, once your payment is received in full.

Please contact us with any questions: [q-design](http://www.q-design.co.nf)



Individual Items

Want to choose your own package? Choose from the following to create your own collateral set:

- Simple Logo Design \$69
- Business Card (vertical or horizontal) \$59
- A4 Letterhead \$59
- DL Envelope \$49
- Postcard (vertical or horizontal) \$59 (Set of 2 V&H: \$79)
- Postcard Set of 5 (vertical or horizontal) \$189
- Website (Extra pages) \$49/pge (10+ pages)

All print material is delivered via FTP as a Hi-Res PDF file, for you to deliver to your local printer or to upload to an online print service.

We also request you provide the following for your selected package if available:

- Corporate colors (if already in use)
- Corporate logo (if already in use)
- Brief overview of your business
- Images (longest side 1200 pixels @ 300dpi):
 - to be included on your business card and/or postcard or website
- Company information:
 - Management profile/s
 - Email address/es
 - Physical address (if required)
 - Postal address
 - Contact number/s
 - Projects & short summary
 - Any other information you wish to provide potential customers
- Domain Name (if already in use) Contact us if you require
- Host Provider (if already in use) Contact us if you require

If you do not have images available, we are able to include placeholder images into your website. These are **Royalty Free** and therefore, may be used by other businesses at any stage.

Included in our Order Kit, is a checklist for you to review and fill in with your details. You can upload any files via your designated, secure, Dropbox folder – we will provide you with your personal Dropbox link, once your payment is received in full.

Please contact us with any questions: [q-design](http://www.q-design.co.nf)