

fax.509.588.4317
phone.509.588.4417
mail@bigprintshop.com
www.bigprintshop.com



Graphic Production Checklist

STEP 1

Read and sign Terms and Conditions:

Please read the Terms and Conditions, type your full name and the date, and check the box that reads "I agree to the above terms".

STEP 2

Fill out the Graphic Inquiry Form:

By giving us an idea of what you are thinking, you will help us ensure we are on the same page, making the best use of your time and ours.

STEP 3

Fill out the Personal Info Form:

We will not give your personal information to any third party.

STEP 4

Receive a call from the Big Print Shop:

We will phone you within two business days to meet you and address any additional information need for the proposal.

STEP 5

A proposal will be e-mailed to you:

The proposal will be a detailed description of the job specifications, timeline, and cost. The proposal is subject to change. If the proposal is agreed upon, sign and date the bottom, and fax or send it back to us. Half of the design fee is due before we start.

STEP 6

We start designing:

The proposal will be a detailed description of the job specifications, timeline, and cost. The proposal is subject to change.