

Rush Project Intake Form

We know you're excited and anxious to get this project quoted and off the ground — and so are we! **Usually we can return a pricing estimate to you within 30 minutes** if you'll assist our estimating by answering the questions below. Once we have your responses, we may need to contact you by phone to tie up any loose ends, so please provide a call-back number as well.

Your Name: _____ Call-back number: _____

Name of Project: _____

Describe what it is (e.g. booklet, web banner, logo): _____

Date **Desired**: ("your sleep will be relaxed and peaceful if project can be in your hands by this date") _____

Date **Required**: ("hell will break loose if this deadline is not met!") _____

Does this project need to coordinate production with any other item? If so, please describe: _____

Budget: _____

Elements you have in hand with which to produce project (e.g. you might have a logo, 3 photos and a style guide): _____

Elements you are waiting on or otherwise need before project can proceed (e.g. head office is emailing your logo, you need photos taken at an event yet to occur): _____

Person who will approve final project: _____

Other people who need to review/edit project: _____

Will you be supplying a style guide to assist in production of this item? _____

Additional comments you believe may be helpful: _____