

# Request for Design Services (Non-PSU Clients)

The Graphic Design Center at Portland State University is a student-run design studio at Portland State University in the beautiful city of Portland, Oregon.

Our services are available to PSU student organizations and departments, as well as the general public for all aspects of design work. We create promotional materials, ad campaigns, visual identities, and anything else you need.

Please use this form to request GDC design services! This is the first step in initiating your design project. After submitting the form, we will contact you. Rates are based upon the typical amount of time needed to complete each project, and are therefore subject to change depending on your needs.

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By-the-hour Projects: We can do lot of things for you! Unsure of what you want or don't know how to describe it? Be as detailed as you can when you fill out this form--we will help you decide once we have received it!

The current hourly rate for non-PSU clients is \$38/hour.

All-in-one Packages: Bundling assures a fixed price so you know exactly what you're paying! Printing not included.

Visual Identity Package \$759: includes logo, letterhead, business card, signage, and one promotional piece. Good for newly established businesses/organizations or businesses/organizations that want to brand themselves.

Event Promotion Package \$449: includes print (poster, flyer, postcard) and digital promotional materials (for website, Facebook profile picture, Facebook banner, Instagram picture, Snapchat filter). Good for promoting events put on by your business/organization. This package assures the professionalism and consistency across all of your promo materials.

Event Branding Package \$759: includes market research, concept development, and the Event Promotion Package. Good for large events or re-establishing the "brand" and "image" of an unsuccessful event you have had in the past.

## About You

Your Name [Required]

Your Email [Required]

Your Phone Number [Required]

Your Company/Organization

## Project Information

What type of project is it? Please fill out several design request forms if you have several different projects. [Required]

All-in-one packages assure a fixed price so you know exactly what you're paying. Printing not included.

VISUAL IDENTITY PACKAGE: Good for newly established businesses/organizations or businesses/organization that want to rebrand themselves.

EVENT PROMOTION PACKAGE: Good for promoting events put on by your business/organization. This package assures the professionalism and consistency across all of your promo materials.

EVENT BRANDING PACKAGE: Good for large events or re-establishing the "brand" and "image" of an unsuccessful event you have had in the past.

If your project does not fall into any of these categories, please select "Other Design Work".

Visual Identity Package: includes logo, letterhead, business card, signage, and one promotional piece.

Event Promotion Package: includes print (poster, flyer, postcard) and digital promotional materials (Facebook profile picture and banner, Instagram picture, Snapchat geofilter)

Event Branding Package: includes market research, concept development, and the Event Promotion Package

Website

Other Design Work

Does your organization have a website or informational page? If so, where can we find it?

Please describe the project. Tell us as much as you can about this project and what you hope to accomplish by the completion. Also include any information that you would like on the document. (date, time, location, social media sites, logos & text docs) [Required]

Please list some websites or brands that you love and tell us why. You may provide us a link to a Pinterest board associated with this project,

You can also upload your logo or some images of aesthetics you are drawn to for this project.

Images (cont.)

Images (cont.)

Are there any specific project instructions? If so, what are they? (color restrictions/preferences, typeface, size, etc.) [Required]

How did you find us? (other organizations, Facebook, Google, etc) [Required]

What is the document size? For example, poster printing comes in 8.5x11, 11x17 or 16x20. [Required]

Please use this link to help with paper sizes.  
<http://papersize.org.uk/paper/a-paper-sizes/>

Timeline [Required]

Projects with a turnaround time of less than 1 week will not be accepted. Logo and large projects usually take 3-4 weeks to complete.

Valid input:

- Select only one choice.
- must select a value.

2 Weeks

3 Weeks

1 Month

More than a month

## Terms of Agreement

Terms and Conditions Checkbox [Required]

+ I understand that the GDC may not be able to take on my project, depending on demands on their time.

+ I understand that I will be billed for services at a rate of \$38/hr

+ In the event of cancellation of the project, ownership of all copyrights and the artwork shall be retained by the designer. Expenses already incurred will be charged.

+ I understand that the designer retains ownership of all original artwork and files. Purchasing ownership of logos and native files is available for an extra fee.

+ I certify that I will pay my bill in full within 6 business days of receiving an invoice.

I agree