

Request for Design Services (PSU Students)

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.

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 PSU Students is \$20/hour.

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

Visual Identity Package (\$399): includes logo, letterhead, business card, signage, and one promotional piece. Good for newly established student-owned businesses or student-owned businesses that want to brand themselves (freelance, online business)

Event Promotion Package (\$249): 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 you (weddings, birthdays, graduation parties, etc) or your own business (opening day open house, etc.) This package assures the professionalism and consistency across all of your promo materials.

Event Branding Package (\$399): 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]

Project Information

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

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

VISUAL IDENTITY PACKAGE \$399: Good for newly established student-owned businesses or student-owned businesses that want to rebrand themselves (freelance, online business)

EVENT PROMOTION PACKAGE \$249: Good for promoting events put on by you (weddings, birthdays, graduation parties, etc) or your own business (opening day open house, etc.) This package assures the professionalism and consistency across all of your promo materials.

EVENT BRANDING PACKAGE \$399: 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 filter)

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

Website

Other Design Work

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]

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

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

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

Timeline [Required]

Projects with a turnaround time of less than 1 week will not be accepted. Logo or 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 \$20/hr unless otherwise discussed (i.e. you have a legitimate and successful business)
- + 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