



LETTERHEAD QUESTIONNAIRE

Please check which we will be designing:

BUSINESS CARD LETTERHEAD ENVELOPES

FOR ADDITIONAL EMPLOYEES, please email additional names, titles, and any information that is different from the information below. We will use this questionnaire for the initial design concept.

Name on the Card:

Title(such as President, CEO):

Email Address:

Company Name:

Street Address:

City:

State:

Zip:

Phone Number:

Fax Number:

Toll Free Number:

Web Site Address:

Are you open to a two sided business card?

Do you have any additional information you want to have on your cards or letterhead, such as a slogan or special logos?

Explain any concept in as much detail as possible:

From our letterhead portfolio, are there any designs you are drawn to in particular?

Please list any other file types you would like for us to create, such as invoices or faxes.