



DOCUMENT DEVELOPMENT PRE-SCREEN APPLICATION

APPLICANT INFORMATION

First & Last Name:	
Email Address:	
Contact Phone Number:	
Street Address:	
City, State, Zip Code	
Applicant's Birth Month & Day: (i.e. November 4 th)	

DOCUMENT TYPE(S)

Please select the document type below that best describes what you are requesting.

<input type="checkbox"/> Order Forms	<input type="checkbox"/> How-to Guides	<input type="checkbox"/> Other _____
<input type="checkbox"/> Application	<input type="checkbox"/> Informational Guide	<input type="checkbox"/> Other _____
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Invoices	<input type="checkbox"/> Other _____
<input type="checkbox"/> Customer Contact Forms	<input type="checkbox"/> Receipts	<input type="checkbox"/> Other _____

HEADER / FOOTER

HEADER INFORMATION

Do you want to include a header on the document(s)?

- No
- Yes – If yes, please provide the text that you would like included in the header.

FOOTER INFORMATION

Do you want to include a footer on the document(s)?

- No
- Yes – If yes, please provide the text that you would like included in the footer.

Would you like to include page number(s)?

- No Yes

Would you like to include a form version number?

- No Yes

BUSINESS INFORMATION (If Applicable)

What is the business name?
What is the business address?
What is the business phone number?
What is the business address?



BODY CONTENT

Do you know what content you would like in the body?

- No
- Yes – If yes, do you have the content?

Do you want to use existing brand colors or a range of colors?

Are there any colors that you do not want to use?

Do you have a font you would like to use – or ones you do not want to use?

What message or emotions do you want your logo to portray?

Does your logo have a tag line?

Is your tag line to appear with your logo on all of your branding?

Where will your logo be used (i.e. internet / print)?

What logos do you like and why?

ADDITIONAL COMMENTS

Provide any additional information and/or comments in the space provided below.

Applicant's Name:	Signature:	Date:
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