



khutaza designs

Inspired Branding

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BRIEF SHEET

Date: _____
Client: _____
Contact Details: _____
Price Quoted: _____
Memberships: _____
Deposit Paid: _____

Logo Description

Colours: _____
Fonts (specific): _____
Look and Feel: _____
Production Size: _____
Pantone Colours: _____
Supply on Disc: _____
Format for Office Use: _____
Email Signature: _____

Corporate ID Elements

Letterhead: _____
Business Card: _____
Complimentary Slip: _____
Flier (size): _____
Magazine Advert (size): _____
Billboard (size): _____
Banner (size & type): _____
Vehicle Signage: _____
Photography: _____
Brochure: _____
Cover Sheet: _____
Company Profile: _____
Proposal: _____
ShopFront Signage: _____
Other: _____
Material Supplied: _____

Promotional

Tshirts: _____
Jackets: _____
Caps: _____
Bags: _____
Lanyards: _____
Pens: _____
Other: _____
Material Supplied: _____

Website

Standard: _____
Flash: _____
Email Links: _____
Flash Banners: _____
Pages: _____
Photography (supplied/sourced): _____
Content (supplied/researched): _____
Domain: _____
Other: _____
Material Supplied: _____