

Client Query

[Calendar Design]

Introduction

Thank you for your interest in our Calendar Design services. headoffice is delighted to provide you with a custom-designed calendar that will accurately reflect your business values and the outstanding features of your products and services.

We deem it essential that we spend the time and effort to know you and acquaint ourselves about your business and products prior to embarking on a calendar design.

Prior to completing our questionnaire, we ask that you precisely reflect on the following:

- Your objectives for your new calendar,
- The features of your products and/or services,
- Your business mission,
- Your target audience, and
- The image you wish to portray.

Our Work Process

(Note: Second step begins after we receive a WORK ORDER.)

1. You, the client, choose ONE design from three (3) calendar concepts that we will exclusively develop for your company.
2. We accept your choice and do a detailed design based on your selected idea.
3. You inspect and do a final approval of this chosen design.

Note: If you make any major changes after you have already approved the work for printing, then add'l payment is required)

4. We start the final design (output to client) process.
5. We begin the pre-press process.
6. We then do the printing process.
7. We deliver the completed work to you.

PRIVACY NOTE: headoffice does not sell or trade your company information with any other source, guaranteed. We treat all our clients' information in the strictest confidence for two simple, yet critical reasons: *our ethics & a desire to develop a long-term relationship with you.*

Please proceed
to the query sections



§ 1 Company Information

Company Name _____ Address _____

Contact Person _____ Title _____ Telephone _____ E-mail _____

Business Type _____

Age of Company New 1-5 Years 6-10 Years 11-20 Years 11-20 Years 20+ Years

Company History, Opportunity and Future Business Planning _____

§ 2 Your Audience & Your Message

Your calendar's intended and symbolic messages _____

What does your calendar want to accomplish? _____

What effect does it need to have on its audience? _____

Age of target audience 5-12 13-19 Years 20-30 Years 31-45 Years 45+ Years Other _____

§ 3 Calendar Type

CHOOSE ONE CALENDAR CATEGORY: Wall Desk 1-Page Gift Item Pocket Other _____

Number of pages required 1 4 8 12 24 Other _____

Quantity required (in pcs.) 5,000 10,000 20,000 Other _____

Expected delivery deadline 1 mo. 2 mos. 3 mos. Other _____

Is text already created? Yes No

If no, who will provide the text? Client headoffice

When do you wish to inspect the calendar draft? 1 Week 2 Weeks Other _____

(If headoffice will do your 2007 calendar, then we will keep all 2006 documents on file) Yes, please keep records No, delete records

§ 4 Calendar Theme

Last Year's Calendar Theme _____

This Year's Calendar Theme _____

Do you have your own idea about your calendar? Yes No If no, we can create excellent custom themes for you!

Direction: Choose one idea and then tick the box to the left of your choice.

YOUR COMPANY-RELATED	
<input type="checkbox"/>	A Product/Service-based
<input type="checkbox"/>	B Customer-based
<input type="checkbox"/>	C Function & Benefit-based
<input type="checkbox"/>	D Product & Lifestyle-based
<input type="checkbox"/>	E Product & Service Benefits-based <input type="checkbox"/> Direct <input type="checkbox"/> Indirect
<input type="checkbox"/>	F Others

SUBJECT-RELATED	
<input type="checkbox"/>	A Nature
<input type="checkbox"/>	B Animals
<input type="checkbox"/>	C Scene
<input type="checkbox"/>	D Art
<input type="checkbox"/>	E History
<input type="checkbox"/>	F Religion
<input type="checkbox"/>	G Other

OTHERS	
<input type="checkbox"/>	A Theme-based
<input type="checkbox"/>	B Idea-based
<input type="checkbox"/>	C Other
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

§ 5 Language Choice

Please choose a language or language-combination for your calendar

Bangla English Bangla-English English-Bangla Arabic Others _____

Please choose the starting month of your calendar

Bangla English Hijri _____ (month)

§ 6 Our Terms & Conditions

- Credit Line Photographer, Agency, Others.
- Payment Work Order plus advance with the Balance to be paid within 7 days of delivery.
- Coordination You agree that you will supply us with all required information in a timely manner. We are not responsible for delay of project due to your delays or due to conditions beyond our control.
- Delivery Design will be delivered in a CD-ROM. A COLOR CHART and COLOR PRINT of the work will be given in A4 format. If you wish, for an additional cost, a product DUMMY may be provided. If you wish to receive an A3 PRINT, it will cost an extra Taka 500.00 plus making charge.

NOTES

headoffice Contact Person

Tanim Iqbal, Client Service Executive
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headoffice Contact Information

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e-mail: info@h-office.com

CLIENT NOTES

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

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