

Client Query

**Personality / Celebrity - based
Company Profile**

Introduction

Thank you for your interest in our Personality-based Company profile building services. headoffice is delighted to provide you with a custom-analyzed profile that will accurately reflect you, 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 you, your business and products prior to embarking on a Company Profile design.

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

- Who you are, as a Personality or Celebrity
- Your business mission,
- Your objectives for your new Company Profile,
- The features of your products and/or services,
- Your target audience, and
- The overall image you wish to portray.

Our Work Process

1. You, the client, choose ONE design from three (3) exclusive Company Profile concepts.
2. You send us a Work Order.
3. We do a detailed design based on your selected idea.
4. You inspect and do a final approval of this chosen design.

Note: Additional payment is required if you make any major changes after you have already approved the work for printing.

5. We do an estimate for you.
6. You pay us an advance of 40% of the total cost.
7. We start the final design (output to client) process.
8. We begin the pre-press process.
9. We then do the printing process.
10. We deliver the completed work to you.
11. You pay us the balance.

Your Job is COMPLETE !

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 and our desire to develop a long-term relationship with you.*

§ 1 Personality / Company / Organization Information

Company/Organization 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 Company's intended and symbolic messages _____

What does your Company 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 60+ Years Other _____

§ 3 Company Profile Type

CHOOSE ONE COMPANY PROFILE CATEGORY:

Number of pages required Small Medium Large Other _____ w/Jacket Mailable Stylish Simple
Quantity required (in pcs.) 4 8 16 32 Other _____
Expected delivery deadline 1,000 2,000 5,000 Other _____
Is text already created? 1 mo. 2 mos. 3 mos. Other _____
If no, who will provide the text? Yes No Re-write? Yes No
When do you wish to inspect the look? Client headoffice Will you provide your logo? Yes No
(If headoffice will do your 2007 Company Profile, then we will keep all 2006 documents on file) 1 Week 2 Weeks 10 Days 3 Weeks Other _____
 Yes, please keep records No, delete records

§ 4 Company Profile Theme

2005's Company Profile Theme N/A _____

This Year's Company Profile Theme _____

Do you have your own idea about your Company Profile? 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		SUBJECT-RELATED		OTHERS	
<input type="checkbox"/>	A Product/Service-based	<input type="checkbox"/>	A Nature	<input type="checkbox"/>	A Theme-based
<input type="checkbox"/>	B Customer-based	<input type="checkbox"/>	B Animals	<input type="checkbox"/>	B Idea-based
<input type="checkbox"/>	C Function & Benefit-based	<input type="checkbox"/>	C Scene	<input type="checkbox"/>	C Other
<input type="checkbox"/>	D Product & Lifestyle-based	<input type="checkbox"/>	D Art		
<input type="checkbox"/>	E Product & Service Benefits-based <input type="checkbox"/> Direct Use <input type="checkbox"/> Indirect Result	<input type="checkbox"/>	E History		
<input type="checkbox"/>	F Others	<input type="checkbox"/>	F Religion		
		<input type="checkbox"/>	G Other		

§ 5 Language Choice

Please choose a language or language-combination for your Company Profile

Bangla English (British / American) Bangla-English English-Bangla Arabic Others _____

§ 6 Theme Choice

Please choose the cover look/theme of your Company Profile

Artistic Classic Corporate Decorative Futuristic Standard

§ 7 Types of Printing

- | | | |
|--|--|---|
| <input type="checkbox"/> Economy <ul style="list-style-type: none">• Art Paper (100 gm)/others, please specify• Cost-effective (Shape)• 4/3/2/1 Colors• Stitch-binding / Staple-binding• Cover Page Glossy Lamination | <input type="checkbox"/> Standard <ul style="list-style-type: none">• Art Paper (100 gm)/others, please specify• With a Jacket / Box cover• Rectangular Shape• 4 Colors• Stitch-binding• Cover Page Matte Lamination | <input type="checkbox"/> Exclusive <ul style="list-style-type: none">• Matte Paper (120 gm)/others, please specify• Additional page for Insert CD with PDF Format / PowerPoint / Interactive CD• Exclusive shape matches with design• 4 Colors + additional color, (5th color, spot varnish)• With Jacket / Box cover• Gell-binding (Hard-binding,• Inside pages are stitch-binding)• Cover Page Matte Lamination |
|--|--|---|

§ 8 Our Terms & Conditions

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Credit Line | Photographer, Agency, Copywriters, Others. |
| <input type="checkbox"/> Payment | Work Order plus advance with the Balance to be paid within 7 days of delivery. |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> Delivery | Design will be delivered in a CD-ROM. A COLOR CHART and COLOR PRINT of 2 pages including the cover page will be given in A4 format.
Note: If you wish, a product DUMMY may be provided. |

NOTES

headoffice Contact Person

Client Service Executive
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headoffice Contact Information

37/B Indira Road, Dhaka 1215, Bangladesh
cell: 0177 040403 | fax: 913-8441 | office: 913-8265
e-mail: info@h-office.com

CLIENT NOTES

DATE _____

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