

## REMOTE WORK

Most jobs go something like this. Fill out and submit the creative brief below. I will contact you to talk over the creative brief and we go back and forth via email samples until you're happy. A project clock is included with each proof so you are always aware of your costs.

Once everything is to your liking I send you a file ready to go online, to your printer, etc.

At the end of the job I send you an invoice. It will be due in 30 days.

P. 989.293.8716

E. <mailto:kdw082@gmail.com>

## CREATIVE BRIEF

**Project** | Purpose and Opportunity

**Tone** | Style to follow

**The Audience** | Who are we trying to reach?

**Message** | What is the key idea to be remembered?

**Copy** | Any messaging, taglines, long copy.

**Deliverables** | Format of the key pieces to be produced.

**Schedule** | Project timeline, important dates, and deadlines. ASAP is not a deadline.

Name:

Phone:

E-Mail:

Best Time to Contact:

