



Insurance  
Agency  
Marketing  
Services, Inc.

Date Requested \_\_\_\_\_

# Creative Services Request Form

Thank you for inquiring about our design services! We look forward to assisting you. To help us better serve your needs, please use this form to describe what creative design work you are seeking. Feel free to attach additional pages to help us understand your expectations. A member of the creative team will be in touch within one business day to discuss and demonstrate the ideas we have based on the details you provide.

## Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Preferred Method of Contact:  Phone  E-Mail Best Time to be Reached: \_\_\_\_\_

## Design Specifications

Project Title: \_\_\_\_\_

Project Deadline: (please allow two weeks of design time) \_\_\_\_\_

Project Description:  8.5" x 11" Flyer  11" x 17" Poster  Logo Design  Powerpoint  
 Brochure  Video  Website  Social Media  Photography  
 Business Cards  Stationery  Other: \_\_\_\_\_

Project Details: (place, time, location, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Imagery, Colors: \_\_\_\_\_

Other Details: (audience, customers, overall goal, etc.) \_\_\_\_\_

\_\_\_\_\_

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Please e-mail this form to [contact@iamsinc.com](mailto:contact@iamsinc.com) and our creative team will be reaching out to you soon.