

Please provide the following information and background materials. Err on the side of providing too much information, rather than too little. Whenever possible, please supply background information and copy in a text document (MS Word) format or a PDF. Please submit photos in a high resolution JPG format – at least 300 dpi.

1. **About Your Company**

- Overview of your company and/or a PDF download of your company brochure
- A list of management and/or key personnel and a bio of each
- Company background and/or history
- Awards/professional affiliations
- Company mission, values and/or philosophy
- Directions to your office
- Contact information (name, address, phone, fax, cell, email, web URL, FaceBook, Twitter, etc.)

2. **Services & Sales Information**

- List of services
- Description of each service
- Recent press releases
- Samples of your work (photos, illustrations, etc.)

3. **Customer Oriented Information**

- Client list
- Customer testimonials or quotes
- FAQs (Frequently Asked Questions) with answers
- Tip sheets, how-to articles, and advice columns

4. **Additional Items**

- Domain name (URL): _____
- Company logo (high res GIF or PNG)
- Company colors: HEX or Pantone Matching System (PMS) colors: _____
- Photos and images in JPG or GIF format
- Other artwork or illustrations in EPS (outline) format to convert to JPG or GIF)

5. **Type of Image You Wish to Portray**

- | | | | |
|--------------|-----------------|-----------------|------------|
| • Artistic | • Corporate | • Professional | • Friendly |
| • Fun | • Technical | • Youthful | • Family |
| • Elegant | • Sophisticated | • Down-to-earth | • Quality |
| • Affordable | • Exclusive | • Trendy | • Classic |

6. **Please list web sites that convey the particular look and feel that you are after:**

Email the above background materials to:

Email: natalie@creativeleapllc.com

Images: All images should be placed into a folder and zipped.

Call for our FTP site access information to upload your artwork.

