



CLIENT ORDER INFORMATION

CLIENT AND ORDER DETAILS

Client Name	Order Date	Required By
Business Name	Contact Number	Email Address
Business Address / Area	Order No.	

SERVICE REQUIRED

Main Service	Platform / Size	Turnaround
Select option	Select option	Select option
Brief / Text to Include		

Important Dates / Event Details / Contact Details to Add



MATERIALS AND DESIGN PREFERENCES

FILES / MATERIALS SUPPLIED

- ☐ Client logo supplied
- ☐ Photos/images supplied
- ☐ Wording supplied
- ☐ QR code required
- ☐ Brand colours supplied
- ☐ Print-ready file needed

Links / File Names / Notes About Supplied Material

DESIGN PREFERENCES

Preferred Colours

Style Preference

Select option

Format Needed

Select option

☐ Corporate

☐ Premium

☐ Clean

☐ Bold

☐ Modern

Special Requests / Extra Instructions



PAYMENT, RELEASE AND APPROVAL

PAYMENT AND RELEASE POLICY

- ☐ Watermarked preview sent
- ☐ Preview approved
- ☐ Full payment received
- ☐ Paid invoice sent
- ☐ Receipt sent if required
- ☐ Final files released

DB Visuals Payment Policy

A watermarked preview is supplied for approval. Clean final files are released only after full payment is received.

Standard turnaround is 24-48 hours after payment confirmation. Same-day or urgent work may include an additional fee.

Client changes must be requested before final approval and file release.

CLIENT APPROVAL

Approved By

Signature

Approval Date

☐ I confirm the order details are correct and accept the payment and release policy.

Internal DB Visuals Notes