**Business Card Design Requirements**

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| **No.** | **Item Description** | **Required information** |
| 1. | Fullname: |  |
| 2. | Position: |  |
| 3. | Physical Address: |  |
| 4. | Phone Number: |  |
| 5.  | Email Address: |  |
| 6. | Website Address: |  |
| 7. | Business Card Sample: | Please find a business card sample that can help us have an idea of what type of logo design you are looking for.  |
| 8. | Social Media (Optional):*For example; Company Facebook Page, Twitter Page* | Copy and paste links to your company social media if you have any. If not, don’t worry. |
| 9. | Design: One Sided or Back-to-Back |  |
| 10. | QR code (Optional) |  |
| 11. | Special Guideline (Optional) |  |
| 12. | Additional information (if any) |  |

**Business Card Design Guideline:**

**Duration** – it will take around 5 working days for your business card design work to be completed.

**Revisions** – you will get up-to 2 revisions after the first business card sample is ready. You will need to make your suggestions on any changes you might want. Please note that all changes needs to be requested within 3 days of receiving the business card samples. Any revision requested after the completion date, will incur a fee of Ksh. 500.

**What you’ll get –** you will receive two (2) initial business card design concepts included;

* High Resolution
* Source File
* Full ownership of the final business card design