

# Design Request Form

We want to ensure you receive a design that meets the specific requirements of your project. Please provide us with additional information by filling out our Design Request Form. This questionnaire should take you about 10 minutes to complete.

*Our design services are FREE once you complete this form. Here is how the process works:*

For a Donor Wall, Memorial Wall, or Custom Design:

**Step 1:** We will send you several drawings based on the information you provide. You will choose a design from the drawings and then proceed to Step 2.

**Step 2:** We will provide a complete cost estimate for the wall design you selected. Once you approve the project estimate, you are ready for Step 3.

**Step 3:** We will send you a full-size drawing and material sample(s) for final approval.

For a Standard Donor Tree:

Select a tree design from our catalog to receive a FREE full-size drawing and proposal.

For a Book of Memory:

If you are interested in our Book of Memory, we can send you an information packet with full-size sample drawings. The packet includes: product details and font sizing charts, six drawings of book "pages" demonstrating different font sizes (to help you select the font size that will work best for you), sample drawings of book covers and cover designs, and photographs of completed projects.

## CAMPAIGN INFORMATION:

1. How many donors or names do you want to accommodate in the design?  
*(If you are not sure, you may enter a range or an estimate.)*

\_\_\_\_\_

2. Is your campaign requesting cumulative donations or one-time gifts?  
 Cumulative Donations       One-Time Gifts

3. Are there different levels of giving that will be recognized?  
 Yes       No

If you selected Yes, how many levels of giving are there?

\_\_\_\_\_

4. We often recommend different plate sizes for each level of giving. What dollar amounts or categories have been established for each level of giving? (Example: Founders = \$1000, Benefactors = \$500, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is your campaign currently being planned, in progress, or complete?  
 Being Planned       In Progress       Complete

## PRODUCT INFORMATION:

1. Which product(s) are you interested in? *(Check all that apply.)*

Donor Trees       The Book of Memory       General Plaques & Signage  
 Donor or Memorial Walls       Individual Donor Gifts       Interior Lettering  
 Donor Plaques       Room Dedications & Plaques       Exterior Lettering  
 Other \_\_\_\_\_

2. Are you interested in one of our standard designs or a custom design?  
 Standard Design       Custom Design

3. If you are interested in a standard tree design from our catalog we will send you a FREE drawing for your review. What is the name of the tree have you selected *(e.g. The Growing Tree)*?

\_\_\_\_\_

FORM CONTINUES ON REVERSE...

4. If you are interested in a custom design, please provide any specific directions or instructions that will help us create your design:

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5. Do you have a logo that you would like to include in the design?  
 Yes\*                       No                       Maybe

\* If you selected Yes, please send us a copy of your logo via email, fax, or mail.

6. What types of materials do you prefer?  
 Wood       Acrylic       Bronze       Stone       Marble       Corian  
 Other \_\_\_\_\_

**SITE INFORMATION:**

1. Where will you be displaying your new design?  
 Entrance     Hallway       Room       Outside     Other \_\_\_\_\_
2. What are the dimensions of the wall or space where the design will be displayed?  
\_\_\_\_\_
3. What is the architectural style of your building?  
The Exterior style is:  
 Classic                       Modern       Other \_\_\_\_\_  
The Interior style is:  
 Classic                       Modern       Other \_\_\_\_\_  
The Color Scheme is: \_\_\_\_\_  
I would prefer to see designs that are: \_\_\_\_\_
4. Are there other displays, plaques, lettering or signs nearby that you would like this design to complement?  
 Yes                       No  
If you selected Yes, please describe what is currently in place (or email photos to tom@gabelandschubert.com):  
\_\_\_\_\_
5. Will the new design replace an existing installation, or be in addition to it?  
 Replace Current                       In addition to Current                       Not Applicable

**SCHEDULE INFORMATION:**

1. If required, when will your list of donor names be available?  
Date: \_\_\_\_\_
2. Will your list of donors be available as a Word document, Excel spreadsheet, or Text file?  
 Word Document                       Excel Spreadsheet                       Text File  
 Other \_\_\_\_\_
3. Once you have approved a design, when do you want to receive the completed product?  
Date: \_\_\_\_\_

Please provide any other information we should know regarding this project:

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**FOLLOW-UP INFORMATION:** Who should we contact to coordinate this project?

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company or Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website: \_\_\_\_\_