



BROCHURE DESIGN

Kindly share here the details that you need for your Brochure Design below so that your VA can help design it for you.

You will need to share your content and images to use in the brochure. Or, your VA can help you source images from free/paid stock images if you like.

Average required time*: up to 4-10 hours of work

*Note, time may be faster or slower depending on the information that you share with your VA. Some clients may like the first concept, and some require multiple concepts before making up their mind. If you want a 1 page brochure it will be faster than if you require a 8 page brochure. If you know exactly what you want and can provide screenshot of samples then process will be faster. If you are vague about your needs, then it will take longer.

What is the goal/purpose of the brochure?

Kindly share where and how do you intend to use your brochure? Is it for advertising, contest, event, etc.

How will you use this brochure? *

- Printed
- Online

What is the size and format? *

Please provide exact size, format, any bleed mark etc

How many pages? *

Describe the look and feel of the brochure?

You can share here your notes or thoughts about how you'd like your brochure to look.

What colours would you like to use or not use in the brochure?

You can share here some notes about the colour scheme that you like to follow in designing your brochure or link to images to show the colour schemes that you like. You can also share here some notes about the colours that you don't like to see in your brochure.

Do you need help with content writing? *

- Yes
- No

If YES, please kindly fill up your Blog/Article Writing Form to assign this task to your VA

If NO, please paste below the content to be used in your brochure or send your VA a copy of the content.

Do you have any sample of styles that you like?

Describe or provide links here.

Do you need help with sourcing images?

Your VA can help source images for you to use in your brochure if you do not have original images to use. Simply provide specific instructions on what type of images that you need. Your VA can try to source from Free Image sites however it will be limited. Using paid sites like istock, shutterstock would be faster however these images will need to be paid by you. Please provide our VA with your stock image account details if you already have one they can source from.

Other Resources

Kindly indicate the link to webpages, images, files, and other notes or references that you want to be used in your brochure design. Or, please indicate the name of the Staff where the VA can ask for the needed resources to complete this task.