***COMPLIMENTARY Customized Art Proposals make it easy for you to select ART!***

*To receive our Customized Art Proposal, simply fill out this Picture That LLC Project Design Form. This form provides key information that will enable our design staff to create a Customized Art Proposal containing suggested artwork framed specifically for your requirements. We look forward to working with you and thanks in advance for your business.*

1. **Client Information:**

Name:                                                                                          Organization:

Address:

City:                                                                                       State:                                   Zip:

Phone:                                                                                   Fax:

Email:                                                                                            Website:

1. **Type of Business:**

|  |  |  |
| --- | --- | --- |
| [ ] Healthcare | [ ] Financial | [ ] Real Estate |
| [ ] Hospitality | [ ] Technology/Digital Media | [ ] Sports |
| [ ] Entertainment | [ ] Education | [ ] Manufacturing |
| [ ] Professional (Lawyer, Doctor, Accountant, other)                                                                                                                                 |
| [ ] Government (tell us which branch or agency)                                                                                                                                       |
| [ ] Other (please specify)                                                                                                                                                                                 |

1. **Tell us about the types of art that might be of interest (check all boxes that apply).**

|  |  |
| --- | --- |
| **Media:** |  |
| [ ]  Original Art | [ ] Posters [ ] Mural |
| [ ]  Limited Edition Prints  | [ ] Photography [ ] Commissioned Portrait  |
| [ ] Giclee Prints  | [ ] Sculpture |
|  **Substrate:** |  |  |  |  |
| [ ]  Paper  | [ ] Canvas | [ ] Wood | [ ] Aluminum  |  |

|  |  |  |
| --- | --- | --- |
| **Categories of Art:** |  |  |
| [ ] Wellness/Fitness/Health | [ ] Cityscape  | [ ] Cultural Art |
| [ ] Motivational/Inspirational | [ ] Local [ ] National  | [ ] Women |
| [ ] Museum Prints | [ ] Regional [ ] International | [ ] African Diaspora |
| [ ] National Elements/Historical Landmarks | [ ]  Landscape   | [ ] American Indian |
| [ ] Patriotic/Military |  [ ] Local [ ] National | [ ] Alaskan/Hawaiian |
| [ ] Sustainable/Environment Friendly |  [ ] Regional[ ] International | [ ] Asian/Middle Eastern |
| [ ] Famous Persons | [ ]  Seascape | [ ] Hispanic/Latino |
| [ ] Architecture | [ ] Local [ ] National | [ ] Veterans |
| [ ] Abstract |  [ ] Regional[ ] International | [ ] GLBT |
|  [ ] Botanical/Floral[ ] Food/Farm to Table |  | [ ] Southwest American [ ] Other   |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Describe the décor in your Environment:**

|  |
| --- |
| [ ] Traditional |
| [ ] Transitional |
| [ ] Modern |

1. **Furniture Finishes:** For each area that will need art, please tell us the furniture finish in each area. If you know the furniture manufacturer and finish number, please include this information.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Cherry* | *Mahogany* | *Oak* | *Maple* | *Natural* | *Metal* | *Other* |
| *Lobby* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Reception* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *General Offices*  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Executive Offices*  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Conference Room*  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Waiting Room*  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Patient Room*  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Infusion Room* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Dining Area* | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1. **We need to know colors and finishes**. Which of the following are available?

|  |
| --- |
| [ ] Samples of colors/finishes |
| [ ] Color board |
| [ ] Spreadsheet of manufacturers, item numbers, descriptions and locations |

1. **Tell us about the** **layout of your space**.

|  |  |
| --- | --- |
| [ ] I am emailing/faxing a floor plan  | [ ] Space and/or art size limitations :  |
|  (Acceptable formats: CAD, PDF, JPEG, hand drawn) |  |
| [ ] I am mailing a floor plan/blueprint |  |

1. **What is the scope of your project?**

|  |  |
| --- | --- |
| [ ]  New Construction  | [ ] Minor Renovation  |
| [ ]  Major Renovation  | [ ] Small Spruce Up |

1. **Do you have a geographical preference for artists?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Local  | [ ]  Regional | [ ] National | [ ] International |

1. **What additional information do you feel would be important for us to know?

*Thank you. We look forward to working on this project with you!***
2. **Sample Budget Template**

****

**Reimbursable Expenses Include:**

1. Travel
2. Lodging
3. Telephone
4. Blueprints / Floorplans
5. Documents
6. Photocopies
7. Postage
8. Freight
9. Sub-Contractors
10. Ten % of reimbursable expenses

***Thank you. We look forward to working on this project with you!***