

WALLIS AGENCY

Designing the look your brand deserves

# WORKING WITH US

## YOUR SIMPLE GUIDE



Whether it's a brochure, brand, logo, website – you name it, engaging graphic designers can be daunting. With us it's a simple, friendly and transparent process that will get the results you need.

There are 5 easy steps on the next page showing you how to get in touch and work with us.



1

## Tell us what's on your mind...

...and what you want to achieve. It doesn't need to be a fully thought-through plan – we're not the bank manager :) All that's important at this stage is who you are, what you want to do and where you want to be. That's all we need to get the ball rolling.

2

## So, now that ball's rolling

Face-to-face, video link, phone call – whatever's best for you we'll talk and get a feel for your project and the end game you want. Then, after an agreed time we come back and talk through some ideas with you. Oh, and by the way – this is all free.

3

## The plan comes together

When you're happy that we're singing from the same hymn sheet we'll cost up and schedule the work. There will be no hidden charges and what we quote at this stage will be what you pay (flexible payment terms can be drawn up too).

4

## Now it gets exciting

We'll start the work and show you what we've done at regular intervals. We won't leave you in the dark and do our own thing – we'll check in with you regularly to make sure you're happy. You can talk to us whenever you like and we'll take you through any production processes (like printing) that your project needs.

5

## Journey's end (well, not quite)

You will only be invoiced once the final project has been finished, or at agreed stages if it's going to be a long one. Once we've delivered your project and you've given us the thumbs up, we'll invoice.\* We'll also check in with you after the project is over to see how it's going.

*\*Our terms are 14 days for new accounts, 30 thereafter.*

Get in touch

Check out our work

*W\**

'You're in safe hands with Wallis Agency'

Richard Lee, Founder, Plankbridge Hutmakers

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