

Xclusive Taste — Client Intake (Fillable PDF)

Business Name

Contact Person

Phone

Email

Website (optional)

Preferred Contact Method

How did you hear about us?

☐ Google / Search	☐ LinkedIn
☐ Instagram	☐ Word of Mouth / Referral
☐ TikTok	☐ Event / Pop-Up / Trade Show
☐ Facebook	☐ Returning Client
☐ YouTube	☐ Other

If referral/other, who/where?

Services Checklist (check all that apply)

☐ Website Design / Redesign	☐ Product or Brand Launch
☐ Website Maintenance	☐ Public Relations & Media Outreach
☐ Hosting & Domain Setup	☐ Operations & Back Office Setup
☐ Brand Design & Development	☐ Company Handbooks / SOPs
☐ Logo Design / Brand Kit	☐ Vendor & Manufacturer Management
☐ Marketing & Advertising Designs	☐ Product Development & Prototyping
☐ Packaging / Label Design	☐ Research & Development
☐ Merch / Apparel / Swag	☐ Business Model Strategy & Planning
☐ Social Media Content Strategy	☐ Logistics & Supply Chain Support
☐ Experiential Marketing (Pop-Ups, Trade Shows, Booths)	☐ Other (specify below)
☐ Displays / Signage / Backdrops	

Other (describe)

Budget & Payment Preferences

Digital, Strategy, Design/Creative Services (\$)

\$300 (non-refundable)

Covers strategy research, scoping for large or multi-project engagements, and vendor coordination. Waived for one-off basic graphic design jobs and active retainer clients.

Research & Development Fee (Details)

Retainer Type

One-Time Weekly Bi-Weekly Monthly

Printing (\$)

Manufacturing (\$)

Advertising (\$)

Digital Marketing / Street Team / Ambassadors (\$)

Timeline & Deadlines

Desired Start Date

Project Deadline

☐ Rush projects may incur higher rates — I Understand

Project Goals & Objectives

- ☐ Increase Sales / Conversions
- ☐ Build Brand Awareness
- ☐ Product Launch
- ☐ Improve Online Presence
- ☐ Expansion or New Market Entry
- ☐ Other

Other (goals)

Additional Notes / Special Requests