



TEMPLATE MODIFICATION REQUEST

REQUEST INFORMATION

Requestor: _____
Company: _____
Contact Email: _____ Phone: _____
ShipWorks
Version: _____
Date: _____

INSTRUCTIONS

- 1. Template Service.** Shipworks Templates offer advanced document output capabilities for printing, emailing, and more. Our Template Consulting starts with documentation of the specifics of the request to evaluate your requirements and specifications. We will then provide an estimated cost and completion timeframe. Development time is dependent on your design requirements and may vary from the original estimate.
- 2. Process.** ShipWorks reviews each request for template modification or build to estimate the amount on work and time it will take to deliver each completed project. An estimate is provided once all of the necessary requirements have been gathered and reviewed. Once the summary of the expectations and the estimate are accepted by the customer and returned to ShipWorks it will be placed in the queue for a technician to complete. There may be a need for consultation calls with the requestor to clarify parts of a request.
- 3. Pricing.** Requests that require more than 30 minutes to complete are billed at a rate of \$50/half hour to the credit card on file with ShipWorks. The fee is assessed at the time of completion of the work.
- 4. Estimated Development Time.** ShipWorks develops templates in order as they are received. Templates are done in conjunction with assisting customers with issue with the software, printers, etc. As a result, when this form is completed and submitted to ShipWorks we provide an estimate for when we believe we can have the template completed. The actual development time is dependent on your design requirements and may vary from the original estimate.

REQUIREMENTS GATHERING

Template to be Modified:

Description:

REQUIREMENTS CONTINUED

Paper Source: (What paper stock will be used, printer type, etc)

Additional Comments: (If necessary)

Please make sure the following are attached to this request:

Mock Up: (Required as png document)

Yes No

Artwork: Yes No