



CHRISTOPHER *marcs* DESIGN
OBSEQUIES

OBSEQUIES by CHRISTOPHER MARCS
DESIGN is the solution for families seeking to honor their loved one significantly by “marc”ing the celebration of life service with custom elements including announcements, programs, digital graphics including slideshow covers, and acknowledgment cards. Choosing a professional designer for these services allows the family to present other loved ones and guests with a custom keepsake while ensuring that these designs are planned, designed, and executed in a timely manner using quality materials and production equipment. Each page is crafted with keen creative sensitivity and care.

THE DESIGN PROCESS

MAKING A REQUEST

- Contact CMD to request design services. Requests can be made before transition.
- All design requests should be made 72 hours before the confirmed service.
- Information needed to reserve a spot on the Design/Production Schedule:
 - Point of Contact (Name, E-mail and Phone)
 - Name of Deceased
 - Date, Time, Location of Service
- A design request is confirmed when *all* design materials are received by CMD (i.e., Text, Images, etc.)
- All content should be edited before submission. Extensive edits during the Proofing process can result in additional design charges.
- All text must be submitted in a typewritten format (e.g. Word Document)
- Files not typewritten will incur a \$75 charge.
- All images should be submitted electronically as an attachment or link to an external drive (e.g., Google Drive, Dropbox, etc.)
- Images that do not meet design requirements/standards will not be used.
- Suggested Content
 - Cover Picture
 - Life Summary
 - Order of Service
 - Additional Pictures for Design/Collage
 - Pallbearers and Flower Bearers
 - Acknowledgment
 - Poem, Quotes, Scripture, etc.
 - Note: Submit content that best reflects the character, personality, and style of your loved one.

FORMAT

- The format is based on the family's preference or a content assessment. Common Design Formats: Flat card; Bi-fold; Tri-fold; and Booklet.
- Various sizes are available in each format to ensure the best presentation and use of content.

INVESTMENT

- Investments are calculated by combining Design and Printing costs.
 - Bi-fold (4 pages) - \$175.
 - Tri-fold (6 pages) - \$200.
 - Book (8 pages) - \$350.
- Printing investments are calculated by design format/quantity
 - Single-Sided Card \$1./each
 - Double-Sided Card \$2./each
 - Bi-fold Design \$2./each
 - Tri-fold Design - \$2.75/each
 - Book - \$4.00+/each
- Invoices for design services should be submitted when services are completed. Please notify CHRISTOPHER MARCS DESIGN if payment needs to be submitted at a later date.

DESIGN TERMS

- All content must be received within 72hours of the confirmed service.
- Rush design requests incur \$75/day charge.
- CMD reserves the right to cancel a job if the materials are not submitted before the requested deadline.

PROOFING and EDITING

- Upon completion of the design, a digital PROOF is submitted to the Point of Contact
- All edits must be documented or submitted as a response to the electronic message containing the digital PROOF.

APPROVAL and SUBMISSION

- The FINAL document is submitted to the Printer upon the Point of Contact's approval and confirmation of number of copies needed.
- Edits can *not* be made once the file has been approved OR after the deadline.

PRINTING and DELIVERY

- All projects are produced by a professional print service to ensure the highest quality of materials and production.
- The family reserves to the right to commission the design only.
- Designs are printed during business hours Monday-Friday.
- Holiday hours may effect production schedule. Please plan accordingly.
- Rush jobs are subject to incur additional fees.
- Completed projects will be delivered to the supervising Firm (i.e., Funeral Home) or Point of Contact.
- Completed projects will not be delivered to an alternative site or individual without the Point of Contact's permission.

VIEW PREVIOUS DESIGNS at www.christophermarcsdesign.com/obsequies



the DIFFERENCE
is *in the* DETAILS

