3RD EYE MEDIA LLC
Where Imagination Meets Vision.

Mike@3rdEyeMediaFL.com
352-320-9305 | 3rdEyeMediaFL.com

01 / CLIENT INTAKE

Client contact information.

A reusable company profile for your work with 3rd Eye Media.
Complete what you can. Write TBD for details you would like help with.

Legal business name

Company / brand display name

Owner / principal name

Business type / industry

Primary contact name

Role / title

Primary contact email

Primary contact phone

Mobile / text number

Preferred contact method

Business / billing address

Alternate contact name

Alternate email

Alternate phone

Decision maker / approver

Approver email

Billing contact name

Billing email

Billing phone

Best contact times / communication preferences / additional contacts

Contact details on this page are for coordination. Public information is collected on page 2.

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02 / CLIENT INTAKE

Business & public information.

Tell us about your business and the information customers should see.
Use public-facing contact details; specify anything that should remain private.

What does your company do? / brief company introduction

Main services / products / specialties

Ideal customers / audience

What makes your business different? / strengths / experience

Public business phone

Public business email

Public address (or note that the address should remain private)

Business hours

Cities / counties / service areas

Website URL

Tagline / slogan

Information to feature / details that must not be published

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03 / CLIENT INTAKE

Brand identity & visual style.

Help us keep your company image consistent across future materials.
For colors, include names or HEX codes such as #C8102E when available.

Brand personality / tone (e.g., bold, friendly, luxury, rugged)

Primary color / HEX

Secondary color / HEX

Accent color / HEX

Fonts / type preferences

Brand guide link (if available)

Logo status

- ☐ Existing logo ready
- ☐ Logo needs an update
- ☐ Need a new logo

ATTACH YOUR LOGO: Include your logo files in the email when returning this form.
Send a transparent PNG and a vector file (SVG or PDF), if available.

Logo versions / symbols / wording / usage preferences

Preferred visual style / photo style / overall look and feel

Brands, websites or social pages you like (links + reasons)

Colors, styles, topics or messages to avoid

Brand voice / preferred wording / languages / key phrases

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04 / CLIENT INTAKE

Online presence & materials.

List your business profiles and available brand materials.
Arrange account access separately; do not include passwords or payment-card details.

Facebook handle / URL

Instagram handle / URL

TikTok handle / URL

YouTube handle / URL

LinkedIn URL

Other social profiles

Google Business Profile / other business listing links

Available company materials

- [ ] Logo files
- [ ] Brand guide
- [ ] Photos
- [ ] Video clips
- [ ] Company text
- [ ] Reviews
- [ ] Service / price list
- [ ] Other materials

Shared folder / brand files / media library link

Asset sources / usage restrictions / permissions to discuss

Website / social account administrator or technical contact

Additional company information / preferences / notes

Completed by

Date completed

Email the completed PDF and your logo files to Mike@3rdEyeMediaFL.com.
Reopen the saved form to check your entries. Keep a copy and update it when details change.