

# Fillable PDF Forms

Includes layout recreation in InDesign, form field setup in Acrobat, testing and revisions.

## Phase Breakdown and Deliverables

### 1. Intake & Planning (0.5–1 hr)

*Review the original form, clarify goals, identify fields & form logic*

### 2. InDesign Layout Recreation (2–4 hrs)

*Rebuild document in InDesign (matching layout, fonts, structure)*

### 3. Export & Field Creation in Acrobat (1.5–4 hrs)

*Add fillable fields, check tab order, apply form validation if needed*

### 4. Client Review & Revisions (0.5–1.5 hrs)

*Test fields, export first working version for client review*

### 5. Feedback & Revisions (1–2 hrs)

*Adjust layout, field names, alignments, functionality as requested*

### 6. Final QA & Delivery (0.5–1 hr)

*Final polish, locked form version, optional print-ready version*

## Terms and Conditions

All projects begin with a discovery and planning phase to align goals and deliverables. Once the scope is confirmed, a 50% deposit is required to secure the project start date. The remaining 50% is due upon final delivery of assets, before release of production files or public launch. For longer or multi-phase projects, payments may be structured in milestones based on completed stages.

Deliverables will be clearly outlined at the start of each project. Additional revisions or requests outside the agreed scope may be subject to additional billing. Final files are delivered in industry-standard formats and include print-ready and/or web-optimized versions as appropriate.

Rush fees may apply to expedited timelines. Project timelines depend on prompt feedback at key stages. Payment via PayPal, Venmo or ApplePay.

By working together, you agree to a collaborative process built on clear communication and mutual respect for timelines, feedback, and creative boundaries.