**Submitting a Design Request with The YGS Group**

**Step 1:**

Please complete NAEYC **Project Brief** {in file} by typing in all requested information using Microsoft WORD and email to [NAEYC\_Design@theygsgroup.com](mailto:NAEYC_Design@theygsgroup.com).

Please complete a separate Project Brief for each design request.

**Step 2:**

A YGS Account Manager will contact you within 2 business days of receiving the NAEYC Project Brief with any questions related to your design request(s).

**Step 3:**

After all project details have been received, a YGS Account Manager will provide a design estimate 2 business days thereafter. If printing is requested, a separate estimate will be provided in approximately 4-5 business days. Please allow additional time for multiple requests.

**Step 4:**

When Affiliate is ready to move forward with a project, please complete the **New Account Application** {PDF in File} or **Credit Card Authorization Form** {Word Document in File} and return via fax to the number noted below. The signed cost estimate should be emailed to [NAEYC\_Design@theygsgroup.com](mailto:NAEYC_Design@theygsgroup.com). Payment Forms can be handwritten legibly or filled out electronically.

**Step 5:**

After the signed cost estimate is received, A YGS Account Manager will contact Affiliate within 2 business days to schedule a Discovery call to discuss project details. At this stage, the project timeline will be discussed, and a copy of the proposed schedule will be provided to the Affiliate after the call.

**Step 6:**

Once all project content is received from Affiliate, the design process will begin. If this date is later than the original start date, the schedule will be adjusted accordingly.

**Step 7:**

All design proofs will be provided as .pdf files via email. A YGS Account Manager will guide Affiliates through The YGS Group project process of providing feedback and staying on schedule. Assistance will be provided from project start to finish.

**Payment options:**

1. Credit check {Link to PDF} needed for approval of 30-day payment terms. Fax to: 717-505-9720 and notify the Account Manager via email that you have faxed the credit application.
2. Complete Credit Card Authorization Form {Word Document in File}. Credit card will be charged at start of project. Fax to: 717-505-9720 and notify the Account Manager via email that you have faxed the credit card authorization form.