



TKB Trading, LLC
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Oakland, CA 94606
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REQUEST FOR PROPOSALS

Summary: TKB Trading, LLC seeks a professional web designer and one or more talented graphic designers to work on a team project in which they will actualize a new website and product launch in a time-critical manner.

Qualifications of Applicants

- Web Designer: Portfolio of completed projects and references from past clients. Knowledge of flash, social networking.
- Graphic Designers: Portfolio of complete projects relevant to package design and/or web design (we are looking for both types of graphic design work). References from past clients/teachers/awards.

General Scope of Work

- Web Designer: create a small website using the graphics provided by the designer. Integrate a shopping cart program and flash. Integrate social networking options such as “post your own video” and customer interactivity which allows the customer to download, edit and store data.
- Graphic Designer (Web): create all website graphics (navigation, theme, font). We may provide the logo.
- Graphic Designer (Package): Design packaging for product labels and box packaging.

Steps in the Process

- Please submit an introduction of yourself and your work references to Kaila Westerman at info@tkbtrading.com between now and September 15th, 2010 (sooner the better). Applicants are welcome to submit as individuals or as a team.
- If Kaila has a general interest in your work, she will initiate a more detailed discussion about the scope of work and deadlines. If she determines that there is not a good fit, she will let you know right away.
- On September 16th, 2010, Kaila will contact the “short list” of applications with a clear scope of work and deadline and she will request that they provide a bid for the work within three days.
- By September 20th, the work will be awarded and will commence.
- In the event that there is a clear and compelling applicant or team of applicants for the work earlier than September 20th, Kaila will award the contract earlier.

Feel free to contact Kaila Westerman via email with any questions at info@tkbtrading.com.

