



*Your Journey Begins Here*

WORKING  
WITH GALAN  
GRAPHIX  
GUIDE

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BRAND STRATEGY

GRAPHIC DESIGN

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# HELLO! I'M MYRNA.



Graphic Design has been my jam since 1993. I started Galan Graphix in March 2009, and I love working with Clients all over the United States.

## LET'S CREATE SOMETHING AMAZING

Galan Graphix provides client-focused design solutions to clients all over the country. I focus on creating concepts tailored to each client. My ultimate goal is to produce results, turn client ideas into reality, and build long-term relationships.

Galan Graphix is a design firm that prides ourselves on value, quality, and execution. We provide each client large-design-firm quality work.

*Myrna Galan*

 [Myrna@GalanGraphix.com](mailto:Myrna@GalanGraphix.com)

   [@galangraphix](https://www.instagram.com/galangraphix)



[WWW.GALANGRAPHIX.COM](http://WWW.GALANGRAPHIX.COM)

# WHY WORK WITH ME

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## LET ME HELP GROW YOUR BUSINESS

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My ideas, designs and deliverables can grow any business.



## GLOBAL EXPERIENCE

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With over 29 years of experience around the United States, I can ensure to have the latest and greatest available to you.



## COMPLETE TRANSPARENCY

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Honesty and transparency go hand-in-hand with running a successful business. My promise is to deliver satisfaction.



## I OFFER HIGH-QUALITY, ALWAYS

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Branding can work for you, that is why I handpick the images and colors to only deliver the best.



## I LOVE CLEAR COMMUNICATION

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You deserve to know what's going on behind the scenes. That's why I'll always keep you informed and up to date.



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# COMMUNICATION

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## BUSINESS HOURS

I am available Mon-Fri from 9:00am to 5:00pm CST.

## RESPONSE TIME

I try hard to respond to all inquiries within 1-2 business days (excluding United States public holidays). If you haven't heard back from me within 2 business days, please check your Junk/Spam folder.



## PREFERRED CONTACT METHOD

**I like communicating via E-MAIL**, so there is a trail and no information goes missing. I am also available via phone but would love if you give me a heads-up before calling so I can dedicate my time to you. You can **schedule a phone call** with me by sending an email with available times and days.

## NOTE

I am here to offer a helping hand and to provide you with guidance, but time management is important to me.

My strict schedule allows me to give each client their share of attention. Please respect that I am here to assist but I am not your assistant :-)



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@galangraphix

WWW.GALANGRAPHIX.COM

# BILLING

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## PAYMENT

I require a 50% upfront deposit to lock in your project and begin work. This is because I have to cover any expenses that occur and block out my time to work for you. This includes a 25% non-refundable booking fee. The final 50% is due prior to project delivery.

My payment term is 3 business days, 3% late fee will apply on the 4th day.

I offer several payment options:

- PayPal/Credit Card
- Check/Money Order

I OFFER 5%  
DISCOUNT ON THE  
TOTAL QUOTE IF  
YOU OPT TO PAY  
THE FULL AMOUNT  
UPFRONT.

## UNLOCK CLIENT-ONLY PERKS

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If you are interested in any of our other services down the road, I offer special client-only perks such as discounts on future projects and services I only offer to existing clients.



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# FREQUENTLY ASKED QUESTIONS

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## WHAT IF I DON'T LIKE WHAT YOU CREATE?

I've battle-tested my process so much over the years that I am confident that you're going to love what is produced for you.

All that research I do? That's all done so I can get a good idea about your likes and dislikes which gets us as close as possible to a perfect deliverable the first time.

Feel free to always provide feedback and your honest opinion. I want you to be completely satisfied – after all, it is your business and our deliverable needs to suit your style! Rest assured that I will do everything I can to get the project back on track & make sure you're happy with it. There's absolutely no risk to you.

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## WHY DO YOU ASK FOR A DEPOSIT?

I ask for an upfront payment so that I can spend quality time with our clients, and not chasing invoices. If you need a payment plan, please ask and I'll figure out a plan for you.

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## CAN YOU HELP ME WITH OTHER MARKETING REQUIREMENTS?

Of course! I am also an expert in other aspects of digital marketing such as web design, brand development/consulting, and social media graphics.



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# KICKOFF CHECKLIST

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ZOOM OR CALL/FILL OUT BRIEF(S)

ACCEPT THE PROPOSAL

SIGN THE AGREEMENT

PAY YOUR INVOICE

SIT BACK AND LET US  
DO THE WORK



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# YOUR NEXT STEP

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## LET'S CREATE SOME MAGIC

I make working together fun, hence when you choose to work with me, you'll come to the realization that the marketing world can be simplified and is enjoyable too.

If you have any questions, book a call today. It's only 15- minutes, no obligation!

[BOOK A CALL](#)



MYRNA GALAN  
PRESIDENT + DESIGNER

## TESTIMONIAL ★★★★★

"Galan Graphix has provided stellar and professional services to my company as well as my nonprofit women's group. Galan's logo creation and brochure design as creative, eye catching and innovative. Myrna is my go to when I need an exceptional product. You rock! Thank you!"

T. T.



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