



# Graphic Design Request Form

**IMPORTANT:** PROJECTS CAN TAKE 2-3 BUSINESS DAYS TO COMPLETE, PLEASE KEEP IN MIND FOR DUE DATES.

**NOTE:** ALL PROVIDED CONTENT SHOULD BE SPELLCHECKED PRIOR TO SUBMISSION OF YOUR DESIGN REQUEST

Client Name:

Phone #:

Project Title:

Client Contact:

New Project

Prior Project

Date Job Submitted

First Proof Date

Final Due Date

## JOB TYPE:

- Ad
- Brochure
- Booklet
- Social Media
- Flyer
- Logo
- Newsletter
- Postcard
- Invitation Set
- Poster/Banner
- Program
- Signage
- Other (Specify)

## JOB SPECIFICATIONS:

All Logos & images must be submitted with this design request form, to be approved as a proper request.

Quantity

Sizes

Other Helpful information: