

GRAPHIC DESIGN JOB REQUEST FORM

CONTACT INFORMATION

Name: _____

Email: _____

Phone #: _____

Department: _____

Date Submitted: _____

Final Due Date: _____

DESCRIPTION OF JOB/PURPOSE

DESIGN DETAILS

TYPE OF DESIGN

PICK ALL THAT APPLY

- Advertisement
- Banner
- Brochure
- Flyer
- Logo
- Monitor Graphic
- Postcard
- Poster
- Website
- Wilsontron Graphic
- Other (Specify)

QUANTITY

SIZE

- 8.5x11in
- 8.5x14in
- 11x17in
- 24x36in
- Other (Specify)

COLOR

- Black & White
- Color

CONTENT PROVIDED

- Text Content
- Photos/graphics
- Other (Specify)

OFFICE USE ONLY

PRINTING/ PRODUCTION

- Online
- In House print job
- Sent to a Printer
- Sent to copy jobs

IL Worker/s: _____
