



GRAPHIC DESIGN REQUEST FORM

Date Submitted:

Draft Due Date:

Final Due Date:

Contact:

Department:

Project Title:

IMPORTANT: Projects can take anywhere from 2-3 weeks for completion and will be worked on in the order they are received. Please plan accordingly, and be as thorough as possible when filling out this request. All copy should be proofed for correct spelling, grammar, and punctuation prior to submitting this request.

JOB TYPE & DESCRIPTION

- ☐ Digital ad
- ☐ Print ad
- ☐ Brochure
- ☐ Booklet
- ☐ Poster/Flyer
- ☐ Postcard
- ☐ Invitation
- ☐ Newsletter
- ☐ Forms/Cards
- ☐ Other _____

Write a brief description, including dates, text, content, theme, etc. Please include budget numbers and attach any approval for projects.

JOB SPECIFICATIONS

SIZE:

- ☐ 4 x 6
- ☐ 8.5 x 11
- ☐ 5 x 7
- ☐ 11 x 17
- ☐ 5.5 x 8.5
- ☐ Other _____

COLOR:

- ☐ Full Color
- ☐ Single Color
- ☐ Grayscale

PRINTING METHOD:

- ☐ Digital File *(For web use and email)*
- ☐ In House *(Please arrange with Frank Mazzie prior to submission)*
- ☐ PDQ *(Form must be submitted at least 3 weeks in advance of final date)*

QUANTITY:

REQUESTS:

- ☐ Bleed to Edge *(Requires printing at PDQ)*
- ☐ Special Cardstock

PROOFS

Proofs will be sent from the designer and noted here. Please be as thorough as possible when reviewing artwork and respond in a timely fashion so as not to delay completion.

#1 _____

#2 _____

#3 _____

FINAL DRAFT. APPROVED FOR PRINT.

Designer Signature:

Date Sent:

PROJECT COMPLETED: ☐
(check box)