

GRAPHIC DESIGN REQUEST FORM

COMPLETE THIS FORM, SAVE IT AND E-MAIL IT WITH ANY ATTACHMENTS/SAMPLES

PLEASE ALLOW 24 HOURS
FOR EMAIL CONFIRMATION
OF THE REQUEST FORM.

NAME _____ PHONE _____

COMPANY/ORGANIZATION _____ E-MAIL _____

PROJECT TITLE _____

☐ NEW PROJECT (IF THIS IS A MAJOR PROJECT OR MARKETING CAMPAIGN, IT WILL REQUIRE A MEETING OR PHONE CALL)

☐ REVISION OF PREVIOUS PROJECT APPROXIMATE DATE AND NAME _____

SUBMISSION DATE _____ DESIRED DELIVERY DATE _____

PLEASE ALLOW AT LEAST 4 WORKING WEEKS FOR ANY NEW PROJECT OR REVISION REQUESTS AND LONGER FOR CAMPAIGNS OR MAJOR PROJECTS.

PLEASE SUBMIT ALL FINAL TEXT AS A MICROSOFT WORD DOCUMENT. ALL OTHER ELECTRONIC CONTENT (PHOTOS, ILLUSTRATIONS, SPREADSHEETS, OR OTHER GRAPHICS) SHOULD BE E-MAILED ALONG WITH THE GRAPHIC DESIGN REQUEST FORM.

PLEASE CHECK BOX IF APPLICABLE.

PROJECT TYPE

(CHECK ONLY ONE. A SEPARATE FORM IS
REQUIRED FOR INDIVIDUAL PROJECTS.)

- ☐ BROCHURE
- ☐ CATALOG/BOOKLET
- ☐ FLYER
- ☐ NEWSLETTER
- ☐ POSTCARD
- ☐ INVITATION
- ☐ POSTER
- ☐ BANNER
- ☐ DISPLAY SIGN
- ☐ INFOGRAPHIC
- ☐ MARKETING CAMPAIGN PACKAGE
(MEETING OR PHONE CALL IS REQUIRED)
- ☐ OTHER (PLEASE SPECIFY)

IS THIS FOR DIGITAL DISPLAY OR PRINT?

(CHECK ALL THAT APPLY)

- ☐ FOR PRINT ☐ FOR THE WEB
- ☐ ELECTRONIC (PDF) ☐ SOCIAL MEDIA

SIZE

- ☐ 5 X 7 ☐ 11 X 17 ☐
- ☐ 8.5 X 11 ☐ 22 X 34 ☐

OTHER _____

SOCIAL MEDIA

- | | |
|--|------------------|
| <input type="checkbox"/> IMAGE POST | 12.5 X 6.56 IN |
| <input type="checkbox"/> EVENT IMAGE | 12.5 X 11.25 IN |
| <input type="checkbox"/> FACEBOOK AD | 12.5 X 6.54 IN |
| <hr/> | |
| <input type="checkbox"/> SQUARE IMAGES | 11.25 X 11.25 IN |
| <input type="checkbox"/> IMAGES | 11.25 X 14.06 IN |
| <input type="checkbox"/> STORIES | 11.25 X 20 IN |
| <hr/> | |
| <input type="checkbox"/> TWITTER POST | 10.67 X 5.33 IN |
| <input type="checkbox"/> CARDS IMAGE | 8.33 X 3.33 IN |
| <input type="checkbox"/> SUMMARY CARD | 2.92 X 1.56 IN |

WEB ELEMENTS

- | | |
|---|----------------|
| <input type="checkbox"/> LEADERBOARD | 7.58 X 0.94 IN |
| <input type="checkbox"/> LARGE RECTANGLE | 3.5 X 2.92 IN |
| <input type="checkbox"/> MEDIUM RECTANGLE | 3.13 X 2.6 IN |
| <input type="checkbox"/> WIDE SKYSCRAPER | 1.67 X 6.25 IN |
| <input type="checkbox"/> SKYSCRAPER | 1.25 X 6.25 IN |

DESCRIPTION OF PROJECT

A PDF FILE OF THE FINISHED DESIGN WILL BE SENT BY
E-MAIL FOR PROOFING OF COPY, DESIGN AND CONTENT.
CHANGES CAN BE MADE DIRECTLY TO THE PDF OR ON
A HARD COPY AND EMAILED BACK.

TO BE COMPLETED BY GRAPHIC DESIGNER

PROJECT NAME	DATE IN	OUT BY
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