**[A blue and white logo

Description automatically generated](https://www.smartsheet.com/try-it?trp=12045&utm_source=template-word&utm_medium=content&utm_campaign=Graphic+Design+Request+Form-word-12045&lpa=Graphic+Design+Request+Form+word+12045)Graphic Design Request Form**

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| --- | --- | --- | --- | --- | --- |
| GRAPHIC DESIGN REQUEST FORM | | | | | |
| **REQUESTER NAME** |  | | **PHONE** |  | |
| **EMAIL** |  | | **DEPARTMENT** |  | |
| **PRIORITY LEVEL** |  | | **ORDER DATE & TIME** |  | |
| **DATE NEEDED** |  | | **DATE DELIVERED** |  | |
| **WORK AUTHORIZED BY** |  | | **DEPT TO BE BILLED** |  | |
|  |  |  |  |  |  |
| **TYPE(S) OF PRODUCTS REQUESTED** (business cards, letterhead, print ad, etc.) | | | | | |
|  | | | | | |
| **REQUEST DESCRIPTION** | | | | | |
|  | | | | | |
| ***If requested piece is a new design, please be prepared to provide samples to illustrate your ideas.*** | | | | | |
|  |  |  |  |  |  |
| **SERVICE REQUIRED** | | | **ELEMENTS PROVIDED BY REQUESTING PARTY** | | |
|  | | |  | | |
| PLACE AN "X"  IN THE APPROPRIATE  BOX OR BOXES | WRITING AND/OR EDITING |  | TEXT/COPY | |  |
| GRAPHIC/WEB DESIGN |  | GRAPHIC ELEMENTS | |  |
| PHOTOGRAPHY |  | PHOTOGRAPHY | |  |
| ILLUSTRATION |  | REFERENCE MATERIAL/SAMPLES | |  |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PURPOSE OF PIECE** |  | | | | | | | |
| **TARGET AUDIENCE** |  | | | | | | | |
|  | | |  |  |  |  | |  |
|  | | |  |  |  |  | |  |
| **EXISTING PHOTOGRAPHY AVAILABLE?** YES | | | |  | **IS THERE A BUDGET FOR THIS JOB?** NO | | |  |
| NO | | | |  | YES | | |  |
| I DON'T KNOW | | | |  | IF YES, HOW MUCH? | |  | |
|  | | |  |  |  |  | |  |
|  | | |  |  |  |  | |  |
| **TIMELINE** | | | | | | | | |
| **DATE** | | | **DELIVERABLE** | | **DATE** | **DELIVERABLE** | | |
|  | | |  | |  |  | | |
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| **ADDITIONAL NOTES** | |  | | | | | | |

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