**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 |  |
|   |   |  |   |   |  |

|  |  |
| --- | --- |
| **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** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |  |
| **ADDITIONAL NOTES** |  |

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