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**Graphic Design Request Form**

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| REQUESTOR'S NAME | Enter your name. | PHONE | Enter your department. |
| EMAIL | Enter your email. | DEPARTMENT | Enter your phone number. |

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| PRIORITY LEVEL | Select one option. | ORDER DATE & TIME | Click or tap to enter a date. |
| DATE NEEDED | Select deadline date. | DATE DELIVERED | Select date. |

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| --- | --- | --- | --- |
| WORK AUTHORIZED BY | Enter relevant name. | DEPT. TO BE BILLED | Enter relevant department. |

**PROJECT TITLE**

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| Write a descriptive title for your design project. |

**REQUEST / PROJECT DESCRIPTION**

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| Provide a brief overview of the project, including objectives and any specific requirements. |

**PURPOSE OF PIECE**

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| Describe the purpose of this project. |

**TARGET AUDIENCE**

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| Specify the intended audience to guide design style and content. |

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| DESIGN TYPE / TYPE(S) OF PRODUCTS REQUESTED | Select the type of design needed by checking the appropriate box(es) |
| [ ]  Logo[ ]  Banner[ ]  Brochure[ ]  Business Cards[ ]  Letterhead | [ ]  Print Ad[ ]  Other[ ]  Other[ ]  Other[ ]  Other |

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| --- | --- |
| GENERATIVE AI USE | [ ]  Check if generative AI can be utilized in the design process. |
|  |  |

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| SERVICE REQUIRED | ELEMENTS PROVIDED BY REQUESTING PARTY |
| Check the appropriate box(es)[ ]  Writing and/or Editing[ ]  Graphic/Web Design[ ]  Photography[ ]  Illustration | Check the appropriate box(es)[ ]  Text/Copy[ ]  Graphic Elements[ ]  Photography[ ]  Reference Material/Samples |

***If the requested piece is a new design, please be prepared to provide samples to illustrate your ideas.***

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| REQUIRED ELEMENTS | List elements that must be included, such as logos, brand colors, or text. |

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| --- | --- |
| SIZE AND FORMAT | Define the required size and preferred file format(s). |

|  |  |
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| EXISTING PHOTOGRAPHY AVAILABLE? | PREVIOUS DESIGNS |
| Check the appropriate box(es)[ ]  Yes[ ]  No[ ]  I don’t know | Attach or mention previous designs for style reference. |

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| BUDGET | State the budget for this project, if relevant. |

**TIMELINE / DEADLINE**

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| --- |
| Indicate the completion date and any key milestones. |
| DATE | DELIVERABLE |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |

**APPROVAL PROCESS**

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| Detail who will approve the design and the number of allowed revisions. |

**ADDITIONAL NOTES / COMMENTS**

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| Add any extra information relevant to the design. |

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