



Graphic Design Request Form

Contact Information:

Date Requested: _____
Event or purpose: _____
Business/Non-profit: _____
Contact Person: _____
Contact information: _____

Job Type & Description:

☐ Poster (8.5 x 11)

☐ Poster (11 x 17)

☐ Digital Ad

☐ Print Ad

☐ Raffle Tickets

☐ Other: _____

Event Description:

Job Specifications:

Color:

☐ Full Color

☐ Single Color

☐ Grayscale

Creative Control: ☐

Printing Method:

☐ Digital File

☐ In House Printing

File Type:

☐ JPG ☐ PDF

☐ PNG ☐ Other

Printing:
Quantity:

☐ Member

☐ Non-Member

Proofs:

#1 _____

#2 _____

#3 _____

Final Request Details:

Graphic Design Fee: _____

Printing Fee: _____

Total Amount: _____

Payment info:

Invoice: ☐

Sales #: _____

Payment: _____

Approve to print

☐

Project Completed

☐