



# 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: \_\_\_\_\_

Payment info:

Invoice:

Sales #: \_\_\_\_\_

Printing Fee: \_\_\_\_\_

Payment: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Approve to print

Project Completed

