
GRAPHICS DESIGN REQUEST FORM

Requested by: _____ Date: _____

Time Submitted: _____ AM/PM Date Needed: _____

(Please note there is a 2-week minimum wait per request)

Please Specify Work: Printing Requirements:

____ Flyer Other In- House

____ Black & White Copies

____ Outside Printing

Make your size Selection: (check a box)

____ Banner

____ Post

____ Formatting Other

Please specify printing \$ budget:

____ 5. 5 x 7

____ Custom Size

____ Color Copies _____ (8.5 X 11 or 11 X 7)

Comments: Please note any information needed for this project. Please attach a separate sheet of paper for additional notation when making comments on your project.) _____

Graphics Dept. ONLY

Approval Signature: _____ **Date approved:** _____

Designer Initial: _____ **Assigned to:** _____ **Date total project completed:** _____