



GRAPHIC SERVICES REQUEST FORM

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IMPORTANT: Most new design projects require 4-6 working days for delivery of first proof. Most design revisions require 1-2 working days. Most print projects require 2-4 working days, excluding date of order and time in transit.

Client Name: _____ Location: _____

Phone: _____ Email: _____

Project Title: _____

New project Revision (attach previous version) Reprint (attach copy)

Date job submitted: _____

Final due date: _____

00/00/00

RUSH JOB (Fee may apply) _____

JOB TYPE
(If multiple pieces, fill out separate form for each)

Advertisement

Brochure

Booklet

Coupon

Flier

Logo

Newsletter

Mailer

Menu

Poster/banner

Program

Signage

Other (specify)

JOB SPECIFICATIONS

File required for online use? Yes No

File required for in-house printing? Yes No

File required for professional printer? Yes No

Print services required? Yes No

Quantity to print: _____

Paper preference: Matte/Satin Semi-gloss Gloss

Size (inches or pixels): _____ *HEIGHT* x _____ *WIDTH*

Colors: Black & White Spot Color Full Color

Other: (Single-sided or double-sided, coupon terms, mailing services required, etc.)

Content:

COMPONENTS SUPPLIED :

Check all that apply:

Text content Photos/graphics

All provided content should be spell-checked & proofread prior to submission. Photos must be high resolution jpeg or tiff - minimum of 2MB.

Office Use Only:
