



# 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:

\_\_\_\_\_