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
- ☐ Decals/Labels
- ☐ Flier
- ☐ Logo
- ☐ Newsletter
- ☐ Mailer
- ☐ Menu
- ☐ Poster/banner
- ☐ 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:

COMPONETS SUPPLIED :

Check all that apply:

EMAIL FORM

☐ Text Content ☐ Photos/graphics

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

Office Use Only: