

GRAPHICS DESIGN REQUEST FORM

Requested by:		Date:
Time Submitted: Please Specify Work: Flyer Other		Date Needed:
Make your size Selection: (check a Banner Post Formatting 5.5 x 7 Custom Size 8.5 X 11 Playbill 11 X 7 Comments: Please note any informatic Please attach a separate notation when making co	Other on needed for this pasheet of paper for a	additional roject.) Yes No Artwork Pictures Other:
Graphics Dept. ONLY Approval Signature : Assigned to:		Designer Initial: