

Graphic Design Request

Requestor information			
Requestor name		Phone #	Email

Request details			
Type of design (check all that apply)		Project title	
☐	Print (flyers, posters, brochures, mailers)		
☐	Digital (social posts, email graphics, web banners, ads)	Dimensions	Quantity
☐	Branding (logos, templates, icons, guidelines)		
☐	Presentations (slide decks, templates)	Content	
☐	Infographics / Data visuals		
☐	Motion (GIFs, simple animations)		
☐	Packaging / Merchandise		
☐	Other:		

Date of request	Urgency (check one)		
	☐	Low	
Desired completion date	☐	Medium	
	☐	High	

Project description

For use by design department		
Accepted by	Date	Order #