GRAPHIC DESIGN REQUEST FORM

* Project will not start until ALL TEXT, PHOTOS (300 dpi or higher) and/or LOGOS (300 dpi or higher) are received.
* All of the above should be emailed along with graphic request form to: Suzanne Barwick at
sbarwick@business.fsu.edu
* Plan on a 2- to 3-week turn-around timeline on all graphic requests in order for your project to go through our editing, designing, approval and printing stages –especially if using E&G or C&G funds.

PROJECT NAME: _____

ITEM REQUESTED:

____Postcard   ____Invitation ____ Invitation with Matching Envelope   ____Digital Sign Slider

____Flier   ____Poster (roll-up)   ____Poster (w/ Foam Core Back)

____Program   ____Newsletter   ____Print Ad   ____Web Ad

____Other_____

REQUESTOR NAME AND EMAIL:_____

WHEN IS THE FINAL PRODUCT NEEDED?_____

PROJECT WILL BE:
____Printed only   ____Emailed only   ____Printed & Emailed

IN WHICH FORMAT DO YOU NEED THE FINAL DESIGNED PROJECT?
____PDF   ____JPG   ____EPS   _____Printed Item

IS PROJECT DIMENSION SIZE KNOWN? IF YES, PLEASE SPECIFY:_____

QUANTITY NEEDED:_____

IF APPLICABLE, WHO IS PAYING FOR THIS PROJECT (Dept, Center/Foundation Fund?_____

IF APPLICABLE, HOW WILL YOU PAY FOR PROJECT? If unsure, contact UBA.

E&G Funds* (fund #_____); C&G Funds*(project#_____); Foundation Funds** (fund #_____)

*For E&G and C&G Funds, a quote and P.O. need to be completed PRIOR to printing the job UNLESS the UPS store is used.
**For Foundation Funds, an invoice upon completion is sufficient.

Office Use Only:

_____Received   _____Edit   _____Design (   )   _____Approver (   )

_____At Printer   _____Completed   _____Extra Revisions