

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.

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?

____ E&G Funds (fund # _____) OR ____ Foundation Funds (fund # _____)

Office Use Only:

____ Received ____ Edit ____ Design () ____ Approver ()

____ At Printer ____ Completed ____ Extra Revisions