



DESIGN PROJECT - REQUEST FORM

PROJECT TITLE: _____

SIZE (W X H): _____

COLOR & BLEED: _____
(IF NEEDED)

DESCRIPTION: _____

ADDITIONAL INFORMATION FOR GRAPHIC:

(content to be included with submission form)

☐ PHONE NUMBER ☐ LOCATION ☐ WEBSITE
☐ SOCIAL MEDIA ☐ LOGO(S)

DATE SUBMITTED: _____

DATE NEEDED: _____

* Please be aware same day submission & due date requests will not be able to be *
completed. Minumum 2 weeks advanced notice required, more is ideal for
larger requests.

CUSTOM CREATIONS SECTION

CLIENT: _____

OF DRAFTS: _____

DATE SUBMITTED: _____