

# Graphic Design Request Form

Assigned to: \_\_\_\_\_

College Publications

Date Completed: \_\_\_\_\_  
Initials: \_\_\_\_\_



Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of drop-off \_\_\_\_\_ Date needed by \_\_\_\_\_

*Project completion date depends on current projects in progress. Please allow sufficient time to process your request.*

Project \_\_\_\_\_

Funding Code \_\_\_\_\_ Organization Name & Code \_\_\_\_\_

Signature \_\_\_\_\_

### Graphic/Layout Design

Layout Size: \_\_\_\_\_

Number of pages in layout: \_\_\_\_\_

Folding/Binding: \_\_\_\_\_

Color:  Full Color (CMYK)  Black and White

**\*\*You will receive a printed or digital proof for your approval.**

**\*All Printing/Duplicating will be processed by Duplicating Services (Located in Rm. 218 on the Lone Tree Campus @ 928.226.4340)**

**Please describe layout in detail. Include requests for images, colors, fonts, etc.**