



## GRAPHIC DESIGN/PRINT PROJECT REQUEST

Please submit one request per project along with any related attachments (if necessary).

1. Please **download** this document and **open** it using Adobe Acrobat.
2. Fill out all fields associated with your project. Any unfilled fields, and the form will be rejected for submitting (**mandatory fields are indicated with RED outlines**).
3. Select the most accurate description for your project in the "Project Description", and indicate width and height in inches (pixels for web-based projects).
4. "Project Elements" field is scrollable. If you need to attach a Microsoft Word document, please indicate in this section.
5. Shutterstock ID#s field is scrollable for multiple image numbers. Do not send links to the images you want.
6. Print Submission delivery date and quantities are mandatory. If printing is not necessary, please fill in with "0" for quantity.
7. Select all bindery options that your project requires.
8. Please indicate if your project will need to be ADA-compliant by typing a **YES** or **NO** in the "Print Submission" section of the form.
9. **When form is completely filled out, please click the submit button in the upper righthand corner of the second page.**



## GRAPHIC DESIGN/PRINT PROJECT REQUEST

File:

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Ticket #:

Project Information				
<b>Graphic Design Projects – Allow 3 to 5-days for turnaround (excludes weekends and holidays).</b>				
Requesting Department:			Requestor:	
Phone:	Email:		Submission Date:	
Initial Draft Date:		Final Design Date:		ADA-Compliant:

Project Description				
Activity Planner	Certificate	Keycard Insert	Postcard-Mailer	Social Media
Advertising	Display	Map	Price Sheet	Stationary
Brochure	Flyer-Handout	Menu	Folder-Pocket	Sticker
Business Card	Form	Newsletter	Sell Sheet	Web Banner
Card-Handout	Invitation	Other:	Project Width:	x Height:

Project Elements
Headline, Sub-headline, Body Copy, Call to Action, Contact Information, Tagline, Project Description, Graphic Elements, etc. (MicroSoft® Word document and graphic element attachments acceptable.) <b>Please SPELL-CHECK prior to submission.</b>
Shutterstock.com ID Number(s):

Print Submission					
<b>After Final Design Date, please allow 3 to 5-days + 2-day shipping for in-house printing, and 8-days printing + 2-day shipping for Avendra and other outside printing (estimated). (Excludes weekends and holidays)</b>					
Print Delivery Date:		Print Quantity:			
<b>Bindery:</b>	One-Sided	Two-Sided	Perfect Bound	Saddle Stitch	Pad w/Backing
Fold	Die-Cut	Foil Stamp	Deboss	Emboss	Perforated
Other:					

## To Be Completed by the Graphics Department

Project Name:

Current Version Number:

Ticket Number:

### Print Specifications

Delivery Date:

Special Instructions:

Quantity:

Bindery:

Stock:

Ink:

Flat Size: (W) × (H)

Trim Size: (W) × (H)

One-Sided

Two-Sided

### Reporting

Sheet Quantity:

Trimmed Quantity:

Sheet Size:

Step and Repeat:

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