



Design Request Form

Project Name

Graphic Text

Please Specify - Dates, Information, Themes, Colors, Concepts, Fonts, etc.

If there is more text than will fit, please attach a document, or include the text in your email!

Images

Please attach any images and specify preferences for layout if you have any.

Size

Width

Height

Bleed

Yes

No

Standard bleed size is .125" inches on all sides.

File Type

Hi-Res
PDF
(For Print)

Hi-Res
JPEG
(For Digital)

Other
(Please Specify)

Project Deadline

Make sure to leave time for revisions

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