



# GRAPHIC DESIGN REQUEST FORM

Please allow 24 hours  
for confirmation on  
receipt of the graphic  
design request.

Complete this form, save it and e-mail it with any attachments to [paulsmith@just4resh.com](mailto:paulsmith@just4resh.com).

Name

E-mail

Company/Org Name

Phone

Project Title

Submission Date

Desired Delivery Date

Please allow at least 10 WORKING DAYS for any new project or revision requests.

Please submit all final text as a Microsoft Word document. All other electronic content (photos, illustrations, spreadsheets, or other graphics) should be e-mailed along with the graphic design request form.

Please check box if applicable.

### PROJECT TYPE

(Check only one.  
A separate form  
is required for  
individual projects.)

- Brochure
- Catalog
- Flyer
- Newsletter
- Postcard
- Invite
- Cover art
- Poster
- Banner
- Display Sign
- Self-Mailer
- Other (Specify)

### SIZE

(Check all that apply)

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- A4
- Half Sheet - A3
- Square Media
- 3.5 x 5
- 4.25 x 6
- Other (Specify)

### COLOR INFORMATION

(Check all that apply)

- B&W
- RGB
- CMYK
- Color Scheme:  
(Provide hex codes, RGB,  
CMYK, pantones etc. if  
applicable)

### POSTAGE & MAILING

- First-Class Postage
- Non-Profit Permit
- Account Number:

### PRINTING/FINISHING

(Check all that apply)

- Web Ready
- Print ready
- Bleed requirements:

### Event Promotions (Fill out all that apply)

Title

Date

Host/Organizer

Time

Location

Price

Detailed description of project (Please include themes, special content or emphasis needed)