

# Work Order Request

Date Submitted: \_\_\_\_\_

Draft Due Date: \_\_\_\_\_

Final Due Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

**NOTICE:** Many projects can take 2-3 weeks, or longer for completion and will be added to the schedule in the order they are received. Rush Orders will incur a Rush Fee by the design team, and/or Print Supplier. Please plan accordingly to avoid rush charges and be as thorough as possible when filling in this request. All copy should be proofed for correct spelling, grammar, and punctuation prior to submitting this form. Should you wish to discuss this project over the phone or video conference, please use this link to schedule time: <https://www.graphtography.com/appointments>

## Work Category

- Digital Design
- Print Design
- Website Work
- Clothing/Apparel
- Trade Show/Expo
- Promotional Products
- Fleet Graphics/Vehicle Wraps
- SEO Services
- Presentations/Investor Deck
- Social Media Management

Write a brief description, including dates, text, content, theme, etc.

## Job Specifications

**Purpose of Design:** (What do you aim to accomplish with the design) \_\_\_\_\_

**For Digital Designs:** Platform design being posted on (helps to determine safety zones) \_\_\_\_\_

Size in Pixels (if known) \_\_\_\_\_ Does design require safety zones? (if known) \_\_\_\_\_

Other Details: \_\_\_\_\_

**For Print Designs:** What are we printing? (i.e., Business Cards, Yard Signs, Banners, etc.) \_\_\_\_\_

Size in Inches or Feet \_\_\_\_\_ What is the required Bleed? \_\_\_\_\_ Color Matching? \_\_\_\_\_

Are we ordering your prints? \_\_\_\_\_ DO YOU KNOW: We Offer 50% off Print Design when you order prints from us?

Need a Print Estimate? \_\_\_\_\_ Quantity \_\_\_\_\_ Cardstock/Material \_\_\_\_\_ Hardware \_\_\_\_\_

Other Details \_\_\_\_\_

This page is to provide you with more space to describe details about your project needs.