



GRAPHIC DESIGN REQUEST FORM

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Please complete & email to info@presqueisleprinting.com. Please be sure to complete this form in Adobe Acrobat (not in your browser.)

Name: _____ Phone: _____

Email Address: _____

Organization: _____

Website: _____ Social Media Handle: _____

PROJECT DETAILS

To expedite your design process, please note: A customer can typically expect to see a proof within 24-48 hours of placing an order, as long as the customer has provided all of the pertinent information. More complex jobs or jobs requiring several proofs or changes will take slightly longer. This timeline is for design only. Once the art for a job has been completely approved by the customer (in writing), the production time line can begin. If you require design services for outsourced printing, please provide template for artwork when you place your order. This will ensure accurate artwork setup & production.

Project Title: _____ Artwork Deadline: _____

Where will this design be used? Online Printed Other _____

11x17 Poster 8.5x11 Flyer Ad Banner Business Card Brochure Logo Design

Newsletter 4x6 Postcard 5x7 Postcard Rack Card Letterhead Envelope

Custom Artwork _____

Please Include Project Details (place, time, location, etc.)

PROJECT DESIGN

Color Options: black and white full color PMS _____

one color _____ two color _____

Other Details (i.e. theme, color preferences, etc.)

Taglines or Specific Wording

Font Preferences (refer to dafont.com)

Symbol/Shape/Creature Preferences

FEEL FREE TO SKETCH AN IDEA