

Creative Project Request Form

1) Contact

Today's Date:

Who will give input/approval?

Name:

Email:

Phone:

Who gets the FINAL file?
(If different from above.)

Name:

Email:

Phone:

2) Details

Job #/Name:

What FINAL file format is needed? (PDF, JPG, HTML, etc):

Who will print the file?

Internally Printed

Outside Vendor

N/A

Type of work? (Sign, Billboard, Flyer, Brochure, Website, Email, etc):

Where do we start?

Original Artwork

Revisions/Updates
Previous Job #/Name:

When is it due?

Internal Approval:

Vendor/Final:

What color is specified?

PMS

Color (CMYK)

Black/White

Are more details to come?
(Spec sheet, Word doc, Images, etc)

Size:

3) Content/Copy

(PLEASE Label Copy: Headline, Subhead, Body, Call-to-Action, Identify Images, Logos, etc)