

CREATIVE SERVICES REQUEST FORM

TYPE OF SERVICE:

GRAPHIC DESIGN OFFICIAL LOGO WRITING CONSULTING

DOCUMENT TYPE:

FLYER BROCHURE AD POSTER NEWSLETTER WEB CONTENT

BRIEF DESCRIPTION OF DOCUMENT'S PURPOSE: (for additional space, please include attachment of description of document's purpose.)

DOCUMENT SPECIFICATIONS:

SIZE: HEIGHT _____; WIDTH _____

COLOR: B/W; COLOR

IF COLOR, RECOMMENDED COLOR(S): _____

TEXT ATTACHED AS SEPARATE DOCUMENT: YES N/A

IMAGES ATTACHED IN JPG FORMAT OR PHYSICAL IMAGE(S) FOR SCANNING: YES N/A

SPECIAL INSTRUCTIONS: (For additional space, please include attachment of special instructions.)

CONTACT INFORMATION:

NAME: _____ TSU TITLE: _____

DEPARTMENT: _____ PHONE NO.: _____

EMAIL: _____ FAX: _____

DATE REQUEST SUBMITTED: _____ REQUESTED DUE DATE: _____

IMPORTANT NOTE:

Requests must be completed with *all* necessary attachments/instructions and *submitted two weeks prior* to the requested due date. Any "rush" requests will try to be accommodated, however a guarantee of final product by requested due date will not be made. For assistance, questions or concerns please call x1861.

FOR INTERNAL USE ONLY:

RECEIVED BY: (TJ) _____ ADDED TO SYSTEM: (TJ) _____

APPROVED BY: (MBJ) _____ APPROVED BY: (GH) _____