



Graphic Design Request Form

Projects can vary from brochures, flyers, invitations, programs, logo design and other creative ideas. Please allow a minimum of five weeks to complete a project. Acceptance of the project and turnaround time will vary depending on the scope of the project and the number of projects that are in-house at the time of the request. To request graphic design services, please complete the form below.

Contact Person _____

Department/Office _____

Phone _____ Email _____

Best way to reach you:

Phone E-mail Other _____

Title of project _____

Type of project _____

Brief Description (You may also send us a file with your information or a sample):

Copying Web art

Size of Artwork:

8 1/2" x 11" (Letter) 11" x 14" (Legal) 11" x 17" (Tabloid) Other _____

Today's Date _____

(Delivery date must be a minimum of five weeks from date of request)

The following items are to be submitted with this request form:

- Electronic file of text with formatting removed and spell check already performed
- images (if used) - images must be high-resolution digital files
- design example(s) (optional)

Submit to: Luis Rodriguez, lrodriguez@framingham.edu
T 508-626-4561 F 508-626-4036