

GRAPHIC DESIGN WORK ORDER



REQUESTOR NAME		PHONE	
EMAIL		DEPARTMENT	

PRIORITY LEVEL		ORDER DATE & TIME	
DATE NEEDED		DATE DELIVERED	

WORK AUTHORIZED BY		DEPT TO BE BILLED	
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REQUEST DESCRIPTION

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If requested piece is a new design, please be prepared to provide samples to illustrate your ideas.

SERVICE REQUIRED

ELEMENTS PROVIDED BY REQUESTING PARTY

PLACE AN "X" IN THE APPROPRIATE BOX OR BOXES

PLACE AN "X" IN THE APPROPRIATE BOX OR BOXES

WRITING AND/OR EDITING

☐

TEXT / COPY

☐

GRAPHIC / WEB DESIGN

☐

GRAPHIC ELEMENTS

☐

PHOTOGRAPHY

☐

PHOTOGRAPHY

☐

ILLUSTRATION

☐

REFERENCE MATERIAL / SAMPLES

☐

PURPOSE OF PIECE

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TARGET AUDIENCE

--

EXISTING PHOTOGRAPHY AVAILABLE?

IS THERE A BUDGET FOR THIS JOB?

YES

☐

NO

☐

NO

☐

YES

☐

I DON'T KNOW

☐

IF YES, HOW MUCH?

LIST ALL INDIVIDUALS RESPONSIBLE FOR REVIEWING / PROOFING WORK

ADDITIONAL NOTES

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