

## Graphic 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 \_\_\_\_\_

Today's Date \_\_\_\_\_

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

Title of Project \_\_\_\_\_

Type of project \_\_\_\_\_

Brief Description (Send a file with your information or a sample)

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For Copying    Web Art    Brochure    Flyer    Sign    Business Card  
 Other

Size of Artwork: \_\_\_\_\_

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 examples (optional)
- Hard copies may be submitted of photos and design examples along with the request form.

Submit to: Susan Carlisle, [scarlisle@martinmethodist.edu](mailto:scarlisle@martinmethodist.edu)

931-424-4063 Ext: 3904 Cell: 931-638-3539