

Request for design|artwork

Project name

Date submitted

Date needed

Copy for design & layout due

Final approved copy

Contact

person making request
department
contact phone & email

Billing contact

contact phone & email

Description

include requirements
& limitations
[size, number of colors]
include all pieces needed
[reply card, envelope, folder]

Purpose

what is the need?
what does this piece provide?
who is the audience?

Quantities

Budget

fixed or to be determined?
if no budget, what is best guess?

Mailing & postage

estimated cost
fulfillment needed?

Inter-institutional

First class

Bulk rate

Bulk mail indicia

Delivery instructions

name & location

Signature

Date