

# SEMINARY GRAPHIC DESIGN REQUEST FORM

Please give or email this completed form to  
Dorothy Show (showd@andrews.edu), N229.

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

Contact Person: \_\_\_\_\_

Department/Program: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

## PROJECT INFORMATION

Project Name: \_\_\_\_\_

Type of Project: \_\_\_\_\_

- ☐ Poster (1–2 weeks)
- ☐ Flyer, 1-page (1–2 weeks)
- ☐ Pamphlet/booklet (1 month)
- ☐ Logo (3 weeks)

- ☐ Magazine (3 months)
- ☐ Magazine Ad (1 month)
- ☐ Book (3 months)
- ☐ Other: \_\_\_\_\_

### Project Details:

*Size, colors, double-sided, folded, stapled, paper type,  
general information about your project etc.*

Please describe the images you would  
like to use & general design style you'd like:

Print Quantity Needed: \_\_\_\_\_

Seminary Account # (IDC): \_\_\_\_\_

Deadline: \_\_\_\_\_

*Date you need the project in-hand.*

## PLEASE NOTE:

The graphic designer is **NOT** responsible for the creation or editing of text for your project. Please send **FULLY EDITED** text to the designer, Amy Rhodes (amya@andrews.edu). Project completion time may vary according to editing corrections, print time, and number of projects ahead of yours. Thank you!

Budget: \_\_\_\_\_

### Estimated Cost:

LithoTech Quote (ext.6027):

Stock Photo(s):

Other Costs: \_\_\_\_\_

Estimated Total: \_\_\_\_\_

### OFFICE USE ONLY

Approved by:

Dean: \_\_\_\_\_

Steve Nash: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_