**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12047&utm_source=template-word&utm_medium=content&utm_campaign=Graphic+Design+Request+True+Form-word-12047&lpa=Graphic+Design+Request+True+Form+word+12047)**

**Graphic Design Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUESTOR'S NAME | Enter your name. | PHONE | Enter your department. |
| EMAIL | Enter your email. | DEPARTMENT | Enter your phone number. |

|  |  |  |  |
| --- | --- | --- | --- |
| PRIORITY LEVEL | Select one option. | ORDER DATE & TIME | Click or tap to enter a date. |
| DATE NEEDED | Select deadline date. | DATE DELIVERED | Select date. |

|  |  |  |  |
| --- | --- | --- | --- |
| WORK AUTHORIZED BY | Enter relevant name. | DEPT. TO BE BILLED | Enter relevant department. |

**PROJECT TITLE**

|  |
| --- |
| Write a descriptive title for your design project. |

**REQUEST / PROJECT DESCRIPTION**

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| --- |
| Provide a brief overview of the project, including objectives and any specific requirements. |

**PURPOSE OF PIECE**

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| --- |
| Describe the purpose of this project. |

**TARGET AUDIENCE**

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| --- |
| Specify the intended audience to guide design style and content. |

|  |  |  |
| --- | --- | --- |
| DESIGN TYPE / TYPE(S) OF PRODUCTS REQUESTED | Select the type of design needed by checking the appropriate box(es) | |
| Logo  Banner  Brochure  Business Cards  Letterhead | Print Ad  Other  Other  Other  Other |

|  |  |  |
| --- | --- | --- |
| GENERATIVE AI USE | Check if generative AI can be utilized in the design process. | |
|  |  |

|  |  |
| --- | --- |
| SERVICE REQUIRED | ELEMENTS PROVIDED BY REQUESTING PARTY |
| Check the appropriate box(es)  Writing and/or Editing  Graphic/Web Design  Photography  Illustration | Check the appropriate box(es)  Text/Copy  Graphic Elements  Photography  Reference Material/Samples |

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

|  |  |
| --- | --- |
| REQUIRED ELEMENTS | List elements that must be included, such as logos, brand colors, or text. |

|  |  |
| --- | --- |
| SIZE AND FORMAT | Define the required size and preferred file format(s). |

|  |  |
| --- | --- |
| EXISTING PHOTOGRAPHY AVAILABLE? | PREVIOUS DESIGNS |
| Check the appropriate box(es)  Yes  No  I don’t know | Attach or mention previous designs for style reference. |

|  |  |
| --- | --- |
| BUDGET | State the budget for this project, if relevant. |

**TIMELINE / DEADLINE**

|  |  |
| --- | --- |
| Indicate the completion date and any key milestones. | |
| DATE | DELIVERABLE |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |
| Enter date. | Enter deliverable or milestone. |

**APPROVAL PROCESS**

|  |
| --- |
| Detail who will approve the design and the number of allowed revisions. |

**ADDITIONAL NOTES / COMMENTS**

|  |
| --- |
| Add any extra information relevant to the design. |

|  |
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