

SERVICE REQUEST FORM

| | |
|---------------------------|-----------------------------|
| Name: _____ | Date: _____ Due Date: _____ |
| Phone: _____ Email: _____ | Project Name: _____ |

IMPORTANT NOTE: Project timelines can vary depending on the size and complexity of your request. Small projects may take 2-3 days, while larger or more detailed work could take 2-4 weeks or more. Please plan ahead and provide as much information as possible to help us deliver your project on time. Make sure to double-check your text for spelling, grammar, and punctuation before submitting.

PROJECT TYPES: (one project per request form)

| | | | |
|---|--|---|--|
| Custom Drawings (Art) | Logo Creation (Branding) | <input type="checkbox"/> Motion Graphic | <input type="checkbox"/> Brochure/Booklet |
| <input type="checkbox"/> Book Cover | <input type="checkbox"/> Brand Identity | <input type="checkbox"/> Social Media Graphic | <input type="checkbox"/> Document |
| <input type="checkbox"/> Caricature | <input type="checkbox"/> Brand Style Guide | <input type="checkbox"/> Social Media Post | <input type="checkbox"/> Flyer/Poster |
| <input type="checkbox"/> Character Design | <input type="checkbox"/> Color Exploration | <input type="checkbox"/> Thumbnail Design | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Comic Book/Strip | <input type="checkbox"/> Icon Design | <input type="checkbox"/> User Experience (UX) | <input type="checkbox"/> Packaging |
| <input type="checkbox"/> Illustration | <input type="checkbox"/> Logo Design | <input type="checkbox"/> User Interface (UI) | <input type="checkbox"/> Promotional Item |
| <input type="checkbox"/> Portrait | <input type="checkbox"/> Font/Type Exploration | <input type="checkbox"/> Web Graphic | <input type="checkbox"/> Rack Card |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Website Design | <input type="checkbox"/> Signs/Graphics/Exhibits |
| <input type="checkbox"/> Story Board | Online Graphics (Digital) | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Stationery |
| <input type="checkbox"/> Tattoo Design | <input type="checkbox"/> Email Graphic | Printed Materials | <input type="checkbox"/> T-Shirt |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Landing Page Design | <input type="checkbox"/> Book Cover Design | <input type="checkbox"/> Other: _____ |

PROJECT DESCRIPTION:

PROJECT SPECIFICATIONS:

Size (width x height): _____

Orientation: Portrait Landscape

Color: Full 1-3 Colors Grayscale

Color Mode: CMYK RGB

Would you like us to oversee printing, mailing or uploading? Yes No

THE CREATIVE PROCESS:



OPTIONS AND REVISIONS: For each project, you'll receive 1 to 3 initial design options to review. Up to 3 rounds of revisions (edits) are included to refine your chosen design. If you need additional options or edits beyond this, they can be requested at an extra cost. To keep things efficient, we recommend sharing all feedback at one time whenever possible. We will correct changes noted in written form only.