

GRAPHIC ARTS GA

REQUEST FOR GRAPHIC DESIGN



Tel: (225) 273-1319
Fax: (225) 273-6085
Email: graphics@ebrschools.org
<http://graphics.ebrschools.org>

Submit the completed Request for Graphic Design to graphics@ebrschools.org

Once received, your order will be date stamped and a confirmation email will be sent to the contact on the form.
All future correspondence for the project will be made with this contact.

While our standard turn-around time for Graphic Design is five business days, this can vary greatly depending on the project and response times.
If you feel as though your project would qualify as a rush (design work completed sooner than 5 days), please call us at 225.273.1319 prior to submitting your request.

Keep an eye out for your design proof - *we are thrilled to be working with you!*

I've approved my artwork... what's next?

Once your design request is approved, your final art file will be emailed to you.

If you have completed and submitted a printing request form, we will match it to your order and begin production. Minimum production time is 5 business days. Otherwise, you may order from the website with your file or email a printing request to graphics@ebrschools.org

Printing production **WILL NOT** begin without an artwork approval and completed printing request.

Contact and Project Information

| | | | |
|----------------------|----------------|------------------|------------------|
| School or Department | | Title of Project | Artwork Deadline |
| Employee Requesting | E-Mail Address | Telephone | Facsimile |

Design Information

- New Design
- Design Revision
- Consultation Request

All consultation requests will be confirmed once the order has been received. Please note, all requested appointments will be held between the hours of 9:00 am and 2:30 pm at 3000 N. Sherwood Forest Drive, Suite B Baton Rouge, Louisiana 70814

1st choice: Date _____ Time _____
2nd choice: Date _____ Time _____

Project Information

To reduce the risk of error, please provide all text for your project in an editable document. There is no need to format it in any way; we will take care of this for you! Prior to submitting your information, review it carefully for spelling, grammar, and clarity, making sure that all websites, emails, and other pertinent information is accurate.

Use the space below to relay any critical points you want to communicate with this project.

Project Details

- Small Format _____
- Large Format _____
- Screen Printing _____
- Digital File Only _____
- Other _____

Please refer to our Large and Small Printing Request Forms to determine the "Printing Details" for your project. Simply select the type of printing your project will require and list the category under which it will fall.

Ex: Ø Small Format coil bind book
Ø Large Format acrylic sign

Size Specifications

If your project requires a specific size, please list it below. Otherwise, the designer will select the best standard size to fit your project.

Width _____
Height _____

Color Specifications

- B&W
- Color _____

Design Details

To ensure that your proof is a close reflection of what you have in mind, please feel free to send any samples or photos of work that your project is inspired by.

Use the space below to describe or sketch any critical design components you would like this project to consist of.

If you would like your approved design added to our website for future access, please select one of the following:

- Department/School Access Only
- System Wide Access

Office Use Only

Print Request Completed

Approval Date _____

File Name _____