



Project Title: \_\_\_\_\_

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

Requestor Name & Phone #: \_\_\_\_\_

In hands Date: \_\_\_\_\_

NOTE: All jobs are attended to in the order in which they were recieved. Before work can begin, please make sure the appropriate funds have been paid in full.

### design request job specs.

- ad
- announcement
- booklet
- brochure
- document cover
- flyer
- invitation
- logo
- newsletter
- postcard
- poster
- program
- sign/banner
- stationary
- web graphic
- web page
- other

choose of the above

Client Name & Phone Number \_\_\_\_\_

Price quote requested? Yes \_\_\_\_ No \_\_\_\_ Quote Total + Tax \$ \_\_\_\_\_

Size of finished piece \_\_\_\_\_

Quantity Needed: \_\_\_\_\_ Number of Colors: \_\_\_\_\_

Design Only \_\_\_\_ Design +Print \_\_\_\_ Print Only \_\_\_\_\_

#### DESIGN DETAILS:

### select design time.

- STANDARD TURNAROUND 2-3 DAYS
  NEXT DAY TURNAROUND
  SAME DAY RUSH

#### PLEASE NOTE REQUIREMENTS FOR ALL GRAPHIC DESIGN REQUESTS

All copy (text/content) must be submitted electronically to FIMG at [design@fussincmediagroup.com](mailto:design@fussincmediagroup.com). We can assist with wording, but only you know the list of facts and message that you wish to convey. ALL TEXT SHOULD BE CORRECT BEFORE SUBMITTAL - FIMG IS NOT RESPONSIBLE FOR EDITING YOUR CONTENT.

If you have artwork, photos, or any other graphics you wish to use, please submit those electronically to FIMG with a resolution suitable for the project(PLEASE NO PICTURES FROM FACEBOOK, INSTAGRAM AND ANY OTHER SOCIAL MEDIA WEBSITES).