



SCL DYNAMICS, INC.
Ipsa Scientia Potestas Est

GRAPHIC DESIGN PROJECT REQUEST FORM

Please allow at least 6 weeks per project

Projects are completed primarily based on the order received, completeness of this form and its accuracy, quality of supporting documents, and client response time. Please see form submission instructions at footer section below.

CONTACT INFO Company Name: _____		DBA Name: _____
Name: _____		Today's Date: _____
Email: _____		Department Division: _____
Phone: _____		Location: _____
Request a meeting to discuss project on the following date: ____ / ____ / ____ (recommended)		
Are you the person who is giving final project approval? <input type="checkbox"/> yes <input type="checkbox"/> no (if no, who: _____)		
Project has budget approval: <input checked="" type="radio"/> yes <input type="radio"/> no		Assigned SCL advisor: _____

PROJECT INFO Project Name: _____	
Deadline (date needed) _____	Needed for: (example: event name) _____
Project Goals (What is the purpose of this project for your division?): _____	
Project Description (Example: Rack Card to inform public of services and to call attention to our brand): _____	
Audience (Who are you trying to reach?) Primary: _____ Secondary: _____ Other: _____	Non-profit purpose? <input type="checkbox"/> yes <input type="checkbox"/> no
Please indicate the type of project needed (check all that apply)	<input type="checkbox"/> Ad <input type="checkbox"/> Annual Report <input type="checkbox"/> Banner <input type="checkbox"/> Booklet <input type="checkbox"/> Brochure <input type="checkbox"/> Flyer <input type="checkbox"/> Invitation <input type="checkbox"/> Logo/Brand <input type="checkbox"/> Magazine <input type="checkbox"/> Letterhead <input type="checkbox"/> Newsletter <input type="checkbox"/> Postcard <input type="checkbox"/> Poster <input type="checkbox"/> Rack Card <input type="checkbox"/> User Interface Design <input type="checkbox"/> Web banner <input type="checkbox"/> Social Media posting <input type="checkbox"/> Other
If you selected other, please specify the requested project: _____	
If you selected multiple projects, will information be the same for all projects? <input type="checkbox"/> yes <input type="checkbox"/> no	
Provided content: <input type="checkbox"/> text <input type="checkbox"/> other _____ <input type="checkbox"/> photos _____ <input type="checkbox"/> data for charts/graphs _____	Content needed: <input type="checkbox"/> text <input type="checkbox"/> other _____ <input type="checkbox"/> photos _____ <input type="checkbox"/> data for charts/graphs _____
How will this project be distributed? _____	

PROJECT SPECIFICATIONS	
How many colors: <input type="checkbox"/> black/white <input type="checkbox"/> 1-color <input type="checkbox"/> 2-color <input type="checkbox"/> full color	
Print Size: (in inches) _____	Digital Size: (in pixels) _____
Printing Method	In-house Options: <input type="checkbox"/> print yourself (pdf) <input type="checkbox"/> web (png) Outside Printer Options: <input type="checkbox"/> Correction Enterprises <input type="checkbox"/> Local Printer
Quantity: _____ <input type="checkbox"/> expedited turnaround <input type="checkbox"/> standard turnaround	

Our ability to meet your project deadline is dependent on your delivery of all materials needed to complete the project. Any missing materials and/or content changes will impact the anticipated project delivery date. Expedited turnaround services may be available for a fee.

How to submit your completed form:

By email: gdprojects@scldynamics.org

Secure Upload: scld.us/upload