

Graphic Design Work Order Request

Requester:				
Client name:		Date:		
Email:		Phone:		
Request Details:				
Purpose of piece:				
Target audience:				
Request Type:	<input type="checkbox"/>	Logo	<input type="checkbox"/>	Advertising
	<input type="checkbox"/>	Brand Identity	<input type="checkbox"/>	Illustration
	<input type="checkbox"/>	Print	<input type="checkbox"/>	UI/UX
	<input type="checkbox"/>	Digital	<input type="checkbox"/>	Motion Graphics
	<input type="checkbox"/>	Packaging	<input type="checkbox"/>	Infographics
	<input type="checkbox"/>	Publication	<input type="checkbox"/>	Other
Elements provided by requester:	<input type="checkbox"/>	Copy	<input type="checkbox"/>	Reference Materials
	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Idea board
	<input type="checkbox"/>	Graphics	<input type="checkbox"/>	Other
Link to brand guidelines:				
Preferred timeline:				
Urgency:	<input checked="" type="checkbox"/>	Low		

	<input type="checkbox"/>	Medium			
	<input type="checkbox"/>	High			
Design Lead:					
Designer assigned:					
Date of assignment:					
Due date:					
		Approved by:			
Designer:					
Description of work performed:					
Additional comments:					
Labor hours:					
Materials used:					
Total cost:					
		Signed off by:			
		Signature:			