

**PROJECT REQUEST FORM
DIANA BOYD DESIGN**

FINAL DELIVERABLE(S)

- Advertisement (AD)
- Banner (BA)
- Billboard (BL)
- Book (BK)
- Booklet (BKLT)
- Brochure (BR)
- Business Card (BC)
- Business Package (BP)
(includes logo, business card, letterhead, and envelopes)
- Bus Sign (BS)
- Direct Mail (DM)
- Flyer (FL)
- Invitation (INV)
- Logo (LGO)
- Magazine (MA)
- Newsletter (NL)
- Notecard (NC)
- Postcard (PC)
- Poster (PST)
- PowerPoint (PP)
- Signage Exterior (SNE)
- Signage Interior (SNI)
- Tradeshow Graphics (TG)
- Website Development (WD)
- Website Graphics (WG)

QUESTIONS? CONTACT: db@dianaboyddesign.com

PROJECT NAME _____

Client Name _____

Contact Info _____

Date Initiated _____ **MATERIALS DUE DATE** _____

Job Description _____

HOW WILL THE COMPLETED PROJECT BE DISTRIBUTED?

- Mail E-mail Web Print Advertising

APPROXIMATE BUDGET \$ _____

PROJECT SPECIFICATIONS

Size _____ Quantity _____ Color(s) _____ Paper _____

Publication contact info _____ Spec Sheet Attached Photos/Graphics Attached

FINAL FILE FORMAT:
(for office use only)

- | | | | |
|--------------------------------|------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> EPS | <input type="checkbox"/> GIF | <input type="checkbox"/> JPEG | <input type="checkbox"/> TIFF |
| <input type="checkbox"/> Print | <input type="checkbox"/> PDF | <input type="checkbox"/> SWF | <input type="checkbox"/> Other |