

## Lucas College and Graduate School of Business

### Visual Communications Design Request Form

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

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

Date Needed: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone number: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description (brochure, bookmark, flyer etc.):

\_\_\_\_\_  
\_\_\_\_\_

#### Print Specifications:

Black and White     Color     One sided     Two sided

#### Paper Specifications:

White Paper     Other (Specify): \_\_\_\_\_

#### Paper Size:

8.5x11     11x17     Other (Specify): \_\_\_\_\_

Will you need a web version of this design?     Yes     No

Final file format :  JPEG     PDF     ID     PSD     Other: \_\_\_\_\_

#### Additional comments/requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You must provide all design specs, text and image content for your project to [shannon.amidon@sjsu.edu](mailto:shannon.amidon@sjsu.edu).**

Final Approved by: \_\_\_\_\_

Project Completed On: \_\_\_\_\_