



# REQUEST FORM

Date Submitted:

Design Due Date:

Production Due Date:

Client Name:

Contact Phone & Email:

**IMPORTANT:** Projects can take anywhere from 2-3 weeks for completion and will be worked on in the order they are received. Please plan accordingly, and be as thorough as possible when filling out this request. All copy should be proofed for correct spelling, grammar, and punctuation prior to submitting this request.

## DESIGN

- T-Shirt Design
- Logo Design
- Creative Marketing Suite
- Poster/Flyer
- Electronic Press-kit
- Album Cover & Layout
- Merchandise Printing/Fulfillment
- E-Commerce Store Management
- Website Design
- Full Branding Package

*Write a brief description, including dates, text, content, theme, etc. Please include budget numbers and attach any approval for projects.*

## PRODUCTION

**GARMENT SIZE: GARMENT TYPE: QUANTITY**

<input type="radio"/> SMALL		
<input type="radio"/> MEDIUM		
<input type="radio"/> LARGE		
<input type="radio"/> X-LARGE		
<input type="radio"/> XX-LARGE		
<input type="radio"/> XXX-LARGE		

**PRODUCTION NEEDED**

- Digital File Production *(For web use and email)*
- In House Printing *(Please contact Lloyd Freeze prior to submission)*
- Website Management *(Please contact for terms & conditions)*

**ADDITIONAL REQUESTS:**

- E-Commerce Store Management
- Brand / Marketing Consulting

## DESIGN PROOFS

Proofs will be sent from the designer and noted here. Please be as thorough as possible when reviewing artwork and respond in a timely fashion so as not to delay completion. A down-payment of 50% will need to be provided before design or production may begin. Upon satisfactory completion of your design, the remaining balance will be due prior to production or release of files.

## CLIENT APPROVAL FOR PRODUCTION

Client Signature:	Date Signed:
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**PROJECT COMPLETED:**   
*(For internal use only)*