

DATE CONTACTED:

GRAPHIC DESIGN REQUEST

Communications Department | BROKEN ARROW PUBLIC SCHOOLS

COMM USE ONLY DATE RECEIVED:
DATE RECEIVED:

Please fill out the information below and email to brandall@baschools.org. Please be advised that all graphic design requests will be filled in the order in which they are received. Also, all requests must be given **TWO WEEKS** in advance of when the final product is needed. Anything requiring extra time (printing, etc.) will need to be requested even earlier.

CONTACT NAME:		SITE/SCHOOL:				
PHONE NUMBER:		EMAIL ADDRE	SS:			
DEPARTMENT (if known):		SUPERVISOR NAME:				
What is the nature of your graphic design	need? (Check a	all that apply)				
☐ Logo/Branding	☐ Website imagery			☐ Business Card		
☐ Brochure	☐ Photography session			☐ Nameplate		
☐ Poster/Flier	☐ Re-Design of old material		☐ Certificate			
☐ Social Media imagery	☐ Update of old design			Other publication need (i.e. magazine, catalog, report, program, etc.)		
Describe the specifics and details of your	graphic design	need:				
DATE NEEDED:	IS THIS PROJEC	CT ELECTRONIC O		□Electronic	□Both	
OO YOU NEED A QUOTE FOR THE ITEM TO BE PRINTE	D? YES	□NO				
SIZE OF ITEM TO BE PRINTED:	0	UANTITY OF PRIN	TED ITEMS N	IEEDED:		
DO YOU HAVE A PURCHASE ORDER IN PLACE FOR PRII	NTING NEEDS?	□YES	□NO			
Please allow the Communications Department 3-5 business days to process your request. If your project needs a printing quote, please allow for more time to obtain the pricing. If you have any questions whatsoever, contact Broc Randall at brandall@baschools.org. Requests that do not fit in the two-week deadline window will be sent back for further evaluation.						

DATE QUOTE OBTAINED: