



JOB REQUEST FORM

Date:

Request No.:

Project Title:

Requesting Department:

Design Objectives (*What do we want the design to do?*):

Core Message (*What is the one thing we want the audience to remember?*):

Project / Brand Positioning (*What do we want the audience to think about the product?*):

Audience (*Who are we talking to?*):

Attachments:

Specifications:

Mandatories:

Deadlines:

Initial Design

Copy Submission

Photo Shoot

Revisions

Final Artwork

Prepared by:

Received by: