**[](https://www.smartsheet.com/try-it?trp=11354&utm_source=integrated+content&utm_campaign=/content/project-intake-templates&utm_medium=Graphic+Design+Project+Intake+Form+doc+11354&lpa=Graphic+Design+Project+Intake+Form+doc+11354&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)GRAPHIC DESIGN   
PROJECT INTAKE FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GRAPHIC DESIGN INTAKE FORM | | | | | |
| **REQUESTER NAME** |  | | **PHONE** |  | |
| **EMAIL** |  | | **DEPARTMENT** |  | |
|  |  |  |  |  |  |
| **PRIORITY LEVEL** |  | | **ORDER DATE & TIME** |  | |
| **DATE NEEDED** |  | | **DATE DELIVERED** |  | |
|  |  |  |  |  |  |
| **WORK AUTHORIZED BY** |  | | **DEPT TO BE BILLED** |  | |
|  |  |  |  |  |  |
| **TYPE(S) OF PRODUCTS REQUESTED** (business cards, letterhead, print ad, etc.) | | | | | |
|  | | | | | |
| **REQUEST DESCRIPTION** | | | | | |
|  | | | | | |
| ***If requested piece is a new design, please be prepared to provide samples to illustrate your ideas.*** | | | | | |
|  |  |  |  |  |  |
| **SERVICE REQUIRED** | | | **ELEMENTS PROVIDED BY REQUESTING PARTY** | | |
| PLACE AN "X" IN THE APPROPRIATE BOX OR BOXES | | | PLACE AN "X" IN THE APPROPRIATE BOX OR BOXES | | |
| WRITING AND/OR EDITING | |  | TEXT/COPY | |  |
| GRAPHIC/WEB DESIGN | |  | GRAPHIC ELEMENTS | |  |
| PHOTOGRAPHY | |  | PHOTOGRAPHY | |  |
| ILLUSTRATION | |  | REFERENCE MATERIAL/SAMPLES | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **PURPOSE OF PIECE** | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
| **TARGET AUDIENCE** | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
| **EXISTING PHOTOGRAPHY AVAILABLE?** | | | **IS THERE A BUDGET FOR THIS JOB?** | | |
|  |  |  |  |  |  |
| YES | |  | NO | |  |
|  |  |  |  |  |  |
| NO | |  | YES | |  |
|  |  |  |  | |  |
| I DON'T KNOW | |  | IF YES, HOW MUCH? | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TIMELINE** | | | | | |
| **DATE** | **DELIVERABLE** | | **DATE** | **DELIVERABLE** | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  |  |  |  |  |
| **ADDITIONAL NOTES** | | | | | |
|  | | | | | |

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