NEW DESIGN ORDER FORM

PROJECT NAME ____________________________________________

PRIMARY CONTACT ///////////////////////////////////////////////////////////////////////////////////////////////
Name ____________________________________________
Telephone ____________________________________________
Email ________________________________________________
*FOAP # ______________________________________________
Organization __________________________________________
ASUSF Sponsored? □ Yes □ No
*If non ASUSF sponsored, the GC charges $25/hour.

PROJECT INFORMATION /////////////////////////////////////////////////////////////////////////////

DESIGN CONCEPT
Color scheme, imagery, theme, inspiration, etc. ________________________________________________________

PROJECT TYPE
□ Poster (11x17)
□ Flyer (8.5x11)
□ Handbills (1/4 of Flyer)
□ Business Card (2x3.5)
□ Brochure
□ Buttons
□ Invitation
□ Logo
□ Banner
□ Facebook Banner
□ Stickers
□ T-Shirt
□ TV Screen
□ Other ____________________________________________

TEXT
ALL text is due at the time the order is placed. A digital file of the text may be requested by the designer.

LOGOS
Is this event sponsored? What logos do you need included at the bottom?

TO BE FILLED OUT BY GRAPHICS CENTER STAFF //////////////////////////////////////////////////////////////////////////
Order taken by: ____________________________________________
Date of Order: ____________________________________________
Date of Proof: ____________________________________________
Designer: ________________________________________________
□ 1st Design Proof
□ 2nd Design Proof
□ Text Revision
□ Final Design
□ Signed-off / CD / FOAP

Designer’s ability to meet scheduled deadlines is dependent upon Client’s promptness of providing materials and/or approvals.

Event Date ______________
Event Time ______________
Event Location ______________

Is this event sponsored? What logos do you need included at the bottom?
Please familiarize yourself with the following Graphics Center policies so that we are both on the same page about how our design process works. Note that we have recently updated our policies, so give them a quick read even if you’ve used the GC in the past.

1. You are the primary contact for this project. Know that we will only accept changes and directions from you. If you feel that you should not be the primary contact for this project, please provide us with the contact information of the person who will be taking your place.

2. We will only create the files that were specified on the original order form. If you need supplementary files that you did not already request (such as handbills, Facebook banners, TV ads, etc.) please inform us of this immediately.

3. We require eight working days to produce the first proof. If changes are necessary we allow up to two rounds of design edits and one additional text revision before the design is considered final. Design edits allow us to work together to make changes regarding the concept, colors, typography and other details. The text revision edit allows you to make any last minute changes to dates, times and locations as well as double checking for spelling and type-os. It is the responsibility of the client to catch any errors, spelling or otherwise, before signing off on the project.

4. We can only produce your design in a timely manner if you are prompt in your responses to our queries.

5. After your two design edits and final text revision is completed, your design is considered final. Once finalized you will need to come into the GC to sign a Final Proof Contract, indicating the completion of the project. At this time we will provide you with one CD that contains your file(s) for printing.

We have these policies in place to ensure that you receive a high quality product, and that our student employees have enough time to manage all of the jobs that come through the GC. We understand that sometimes you might be in a bind and that’s why we have created a 3 strikes policy. Should your organization not comply with our policies you will be given a strike. After 3 strikes, the Graphics Center will not take orders from your organization for the rest of the semester. This gives you a little of leeway if you find yourself in a bind, while also making sure that we can run an effective design process for everyone.

SIGNATURE

Client ___________________________ Date ___________________________