



# UNIVERSITY AND COMMUNITY RELATIONS

The University of North Carolina at Pembroke

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## GRAPHIC DESIGN SERVICES REQUEST FORM

Return the completed form to Roger Hatfield, Graphic Designer, Jacobs Hall, Suite A, at least **two weeks before the deadline if photos are needed**. For more information, contact Roger Hatfield at 910.522.5793 or [roger.hatfield@uncp.edu](mailto:roger.hatfield@uncp.edu), or visit [www.uncp.edu/relations/graphic/](http://www.uncp.edu/relations/graphic/).

Purpose/Title for Designs: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Person/Department Requesting Service(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Designs to Be Used For:  Print (High Resolution) |  Web (Low Resolution)

Color: Circle choice - Color Black and white

Dimensions: Circle choice - Vertical Horizontal

Width (inches, mm, etc.) \_\_\_\_\_ by Height \_\_\_\_\_

Resolution: \_\_\_\_\_ dpi (designs for print must be at least 300dpi)

Final File Format:  PDF |  JPEG |  PSD |  TIF |  AI |  EPS

Other \_\_\_\_\_

Detailed Description of Designs Needed:

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