

GRAPHIC DESIGN REQUEST FORM

Project Name: _____ Project ID: _____

Requestor Information:

Full Name: _____

Department: _____

Email Address: _____

Phone Number: _____

Project Details:

Description of Project:

Objectives and Goals:

Design Specifications and Requirements:

Brand Guidelines to Follow (attach if any):

Preferred Color Scheme: _____

Fonts to Use: _____

Images / Graphics to Include:

Deliverables:

- File Formats Required (e.g., JPEG, PNG, PDF): _____

1. Project Scope and Changes

The scope of the graphic design services is as described in this form. Any changes or additions must be agreed upon in writing by both parties prior to implementation.

2. Intellectual Property

Upon full payment, all rights, title, and interest in the final deliverables shall be transferred to the Requestor, except for any third-party materials incorporated under license.

3. Confidentiality

Both parties agree to maintain confidentiality of all proprietary information exchanged during the project.

4. Payment Terms

Payment must be made in full according to the agreed budget and schedule before final delivery of files.

5. Delivery Timeline

Delivery dates are estimates and may be adjusted only by mutual agreement.

6. Liability

Designer is not liable for indirect, incidental, or consequential damages arising from the use of delivered materials.

7. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the United States and the State specified by the Requestor.

8. Termination

Either party may terminate this agreement with written notice. Fees for work completed to date shall be payable by the Requestor.

9. Dispute Resolution

Any disputes arising under this agreement shall be resolved through mediation before pursuing any legal remedy.

10. Entire Agreement

This form and any attached documents constitute the entire agreement between the parties. No other understandings or agreements shall be binding unless in writing and signed by both parties.

REQUESTOR'S SIGNATURE

DESIGNER'S SIGNATURE

Signature: _____

Signature: _____

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