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# WORK ORDER FORM

Please use this Work Order Form to submit requests to the Office of Graphic Design & Strategic Communications. Please allow a minimum of one week prior to your requested deadline.

## GENERAL INFORMATION

**NAME:**

**EMAIL:**

**PHONE:**

## PROJECT INFORMATION

*Please provide with all the information which best describes this project:  
(Graphic Design, Revision, Signage, Printing, Vehicle Graphics, T-Shirt Print, Plasma Cutting or other).*

*Note: For Printing requested, please be prepared to provide files. What kind of file formats do you support for uploads? DMI Industries supports a variety of file formats for uploaded designs. Adobe Acrobat Document (\*.pdf) (recommended), Adobe Illustrator Artwork 8.01- (\*.ai) (recommended), Adobe Photoshop Image (\*.psd) (recommended), Bitmap Image (\*.bmp), GIF Image (\*.gif), JPEG Image (\*.jpg,\*.jpeg), Microsoft Word 2010 (or earlier) Document (\*.doc), PCX Image Document (\*.pcx), PICT Image (\*.pic, \*.pict, \*.pct), PNG Image (\*.png), PostScript File (\*.ps), TIFF Image (\*.tif, \*.tiff).*

Comments or Notes:



Thanks for submitting your request.

