

Service Request Form

Name *(main point of contact)*

Organization:

Phone:

Email:

Website:

Date of initial request:

Work needed by: *(note that most requests require 3 weeks lead time)*

Budget:

What type of design work are you requesting? *(check all that apply)*

PRINT

Logo

Organizational Branding

One-Page Flyer

Business Card

Banner

Booklet/Pamphlet

WEB

Website Development

Website Support

Website Content

OTHER

Copywriting

Photo Editing

Photography Services

(Other/Not Listed)

Briefly describe your request:

Would you be willing to attend one of our weekly meetings? Yes No

Would you like a member of LOGOS to schedule a meeting with you or your club instead? Yes No

Additional comments:

Return completed form to:

Nathaniel Stuart
shuartn070@cobleskill.edu

Please note that LOGOS meets once per week. All service request forms must be reviewed by members of the club prior to official processing. Please let us know if you have any questions, concerns or if you need additional information.

The logo for LOGOS is written in a white, elegant, cursive script font against a dark blue background.