


Today's date	First draft due date* <i>see policy below</i>	Department name	
Requestor name		Phone	Email
Type of service (Check all services needed) Design/Illustration Media Management Photography Printing Video Web / Digital / Electronic Writing/Editing Other			
Project name			
Is this an update to a previous project? No Yes / Previous job name and/or number:			
Are you working with Marketing or Internal Communications on this project? Yes No If yes, name			
Project description			
Final due date	Will the final product be printed? No Yes If yes, quantity		Deliver to:
For material costs or rush charges Chartfield Number:		Do you need an estimate? No Yes	What is your budget?
Does this project support the Wake Forest Baptist Medical Center Strategic Plan? View Strategic Plan No Yes			
Aligns with Strategic Plan View Strategic Plan (indicate goal)			
Marquee service line designation (indicate specific service line; e.g., breast cancer)			
Consumer/patient-targeted materials (describe audience)			
Internally-targeted material (approval required: Department Head name, email)			
Project justification (Why is this project needed?)			

 ***Due Date Policy:** Three week turn-around time required for first drafts of graphic design projects. A \$95 /hour rush fee will be charged for expedited turn-around. Writing, video and photography projects scheduled based on availability.

Submit this form and supporting files less than 2 MB in size to creative@wakehealth.edu. For files larger than 2MB, use the Generic File Upload form on FileConnect at fileconnect.wakehealth.edu/WebInterface/login.html.

To place **research poster** orders, go to fileconnect.wakehealth.edu/WebInterface/login.html. To place **business card** orders, go to wfbmc.nowdocs.com.