



Instructions for filing out Graphic Design Work Request form

IOCI Graphic's Project Request Form has changed. It is now a Microsoft form rather than a fillable PDF. This [link](#) will take you to the new form.

1. You may be asked to login with your State network ID and password.
2. Please fill in all required fields.
3. The "Agency work order number" field is optional and is for individual agencies that assign their own work order or print order numbers.
4. The "Special instructions or comments" is for any information that would be helpful to complete your project that is not specifically solicited in the project request form.
5. When finished click "Submit."
6. A graphic designer will contact you to discuss your project

